



## WARNDON PARISH COUNCIL

**Minutes of a Meeting of the Parish Council held on 1<sup>st</sup> March 2021**

**Virtual meeting using Microsoft Teams commenced 7:46 p.m.**

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

**Also present:** (for part of meeting) Cllrs. A Roberts and N Hassan

**In attendance:** Clerk; reporter from the Worcester News and six members of the public (for part of meeting)

**Apologies:** No apologies

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

Councillors were reminded to update their Register of Interests if appropriate.

Cllr. Cross declared a disclosable pecuniary interest in Agenda item 8 – planning application 21/00156/TPOA, because the applicant is a potential client for unrelated work. Cllr. Cross would leave the meeting for this matter and take no part in discussions.

355. The **Minutes of the meeting held on 1<sup>st</sup> February 2021** were approved, proposed by Cllr. Cross, seconded by Cllr. S Hodgson and all present agreed.

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

Members of the public were reminded to be courteous.

#### **356. Police report**

A number of previously circulated reports and communications were received and noted.

#### **357. County Councillor Report**

Routine updates, previously circulated from Cllr. Roberts, were received and noted. Cllr. Roberts thanked Parish Councillors for their response to the Darwin Avenue planning application. He would provide further information about the County Council budget. In response to concerns raised by Cllr. Merriman about flooding on pathways, he offered to set a meeting with stakeholders from the County, City and Parish Councils to discuss this.

Members of the public were again reminded to be courteous and to refrain from disrupting proceedings.

Cllr. L Hodgson advised a member of the public how to access housing advice from Worcester City Council.

**358. City Councillors' report**

The City Councillors' report, previously circulated and published on the Parish Council website, was received, and noted. Cllr. L Hodgson confirmed that the Sanctuary Housing development of 40 affordable dwellings, was the maximum allowed for the site and included some flats.

**359. Environmental Matters**

Cllr. Merriman's **Environmental** report, previously circulated, was received and noted.

Cllr. S Hodgson apologised that he had been unable to provide a **VAS/SID report** for the meeting, because the machine's battery needed replacing. He would contact the Warden team to replace the battery immediately and to schedule routine replacement every six weeks. The VAS/SID report would be circulated as soon as possible.

After two further reminders to members of the public about the need to be courteous and refrain from disrupting proceedings, it was agreed unanimously that they would be ejected from the meeting at 8.16 p.m.

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

The notes from the Planning Committee meeting on 18<sup>th</sup> February 2021 were received. Following extensive deliberation about the status and remit of the committee, the committee had concluded they operate as a working group / advisory body and recommended they continue to do so, subject to further guidance from Worcestershire CALC. The Clerk was asked to set up a meeting with Worcestershire CALC for planning committee members, the Chair and the Clerk to discuss this matter further.

Cllr. S Hodgson's previously circulated planning reports, which included current applications and updates on enforcements/referrals and decisions determined, were received and noted. The ongoing Long List is published on the Parish Council website. Cllr. Cross left the meeting at 8.28 p.m., returned at 8.32 p.m., and did not participate in discussions relating to planning application 21/00156/TPOA. The **current applications** were considered, and the Parish Council comments and recommendations were noted, as follows:

<b>APPLICATION NO</b>	<b>CONSULT Start (End)</b>	<b>ADDRESS</b>	<b>DESCRIPTION</b>	<b>COUNCIL COMMENT/ RECOMMENDATION</b>
21/00075/HP	01/02/21 (22/02/21)	4 Six Acres Croft, Worcester, WR4 0LQ	Proposed new first floor home office room with store above existing single garage and proposed rear single storey extension	The Parish Council has submitted a comment with no objection to this application, noting the comments by the Landscape Officer

				regarding the sun pipe and roofline.
21/00156/TPOA	22/02/21 (15/03/21)	15 Mabbs Close, Worcester, WR4 0SY	T1 1 x oak – crown reduce by approx. 2m (10%) to reduce weight on extended branches	Only 10% reduction, seems reasonable considering the history of the tree as described with the application.

Cllr. S Hodgson confirmed that a late paper detailing reasons for the Parish Council's objection to planning application 20/00632/FUL land at Darwin Avenue had been submitted to Worcester City Council. He reported that the City Council planning committee had been minded to refuse this application and thanked Parish and City Councillors for their input, which hopefully would lead to the planning application conditions being more acceptable to the Parish Council when resubmitted.

Updates were received on the following matters:

- **Neighbourhood Plan**  
Cllr. Taylor's update, previously circulated, was received and noted.
- **Town Deal Board**  
Cllr. Scrine's update, previously circulated, was received and noted
- The **South Worcestershire Development Plan** February 2021 newsletter was received. It was noted that two separate rounds of consultation were being launched - the SWDP Review Preferred Options Further Regulation 18 (III) Sustainability Appraisal between 1<sup>st</sup> March and 19<sup>th</sup> April 2021; the Traveller and Travelling Showpeople Site Allocations DPD Preferred options is postponed until after the May 2021 local elections. Cllrs. Taylor and Scrine confirmed they had attended the SWDP sustainability appraisal briefing and found it very informative. They would be reviewing the alternative sites information in Appendix G to inform the Parish Council's response.

#### **8.40 p.m. MEETING SUSPENDED FOR A COMFORT BREAK**

#### **8.47 p.m. MEETING RESUMED**

#### **361. Leisure and Community Affairs**

- **Allotments and Defibrillators**  
Cllr. Carney's update was received, previously circulated.

Cllr. Carney provided an update on the status of the defibrillator on private property. He confirmed the arrangement would be ending and thanked the resident for hosting the defibrillator for the last couple of years. He would be seeking an alternative site for the defibrillator and would agree formal terms and conditions before the arrangement commenced. Three quotations had been received for removal of the defibrillator - £510, £147, £100, including VAT where appropriate. Cllr. Carney proposed that the order be

placed with Penultimate Electrical, value £100, and that delegated authority be given to himself and the Clerk to organise and pay; this was seconded by Cllr. Cross and unanimously agreed.

Cllr. Carney agreed to follow up concerns about whether the allotment gate needing repairing.

- **Facebook, Website, Newsletter**

It was noted that the new About & Around section of the website was now available and several items had been posted.

Cllr. Taylor reported that the Neighbourhood Plan website needed significant change and it might be more appropriate to incorporate it into the Parish Council website. He would organise a meeting with the Clerk and Cllrs. Cross and Merriman to consider the implications and make a recommendation to the next Full Council meeting.

### 362. **Financial matters**

The Clerk's **financial reports year to date 2020/21** (transactions to 26<sup>th</sup> February 2021) were received and noted.

Cllr. Cross would be seeking ideas on how to spend the recycling initiative project budget, which had been carried forward into next year.

The following **accounts were approved for payment and the receipts noted**, proposed by Cllr. Cross, seconded by Cllr. Merriman and unanimously agreed.

<b>Accounts for payment (retrospective)</b>	£
O2 Clerk's mobile phone contract February 2021 (direct debit)	30.81
Clerk - salary February 2021	844.48
HMRC - Clerk PAYE February 2021	84.52
WCC Local Government Pension – Clerk pension February 2021	292.93
Multipay card statement January 2021 – monthly fee only (direct debit)	3.00
Cloudy IT - licences and monthly support February 2021 (direct debit)	106.26
<b>Accounts for payment</b>	£
Multipay card statement February 2021 (direct debit)	33.00
• Monthly fee £3.00	
• Voucher - goodwill gesture re defibrillator £30.00	
Parish Council Websites – development charge for 'About & Around'	162.00
Authorised WPC meeting 7.12.20 (323)	
<b>Cash Receipts since last meeting</b>	£
Redwood Bank Interest – 1 <sup>st</sup> February 2021	76.02
Worcester City Council – reimbursed for Westcotec delivery charge	66.00
Worcestershire County Council – reimbursed for Lengthsman duties, claim period July – August 2020	726.62

The Internal Auditor's report for 2020/21 was received and noted. The Internal Auditor had recommended three 'improvement opportunities'. The following course of action was agreed in response, proposed by the Chair, and unanimously agreed:

**i) Adopt a Grants policy**

The Working Group – policies and procedures to consider and recommend a policy to Full Council

**ii) Review and formalise practice so that all Parish Council assets are inspected on a regular basis and that this is recorded and monitored**

The Working Group – policies and procedures to consider and recommend a policy and procedures to Full Council

**iii) Demonstrate that the established environmental Service Level Agreement with the City Council represents value for money**

The review of services is ongoing. The Chair, Cllr. Merriman and the Clerk will be meeting with Lloyd Griffiths, Worcester City Council Corporate Director – Operations, Homes & Communities, on 11<sup>th</sup> March 2021.

**• To consider earmarked reserves (EMR) carry forward 2020/21**

It was noted that the 2020/21 budgets for Elections and Play Areas would be unspent at the year end, and as previously agreed would be accrued to EMR, increasing the EMR carry-forward to £5,000 and £3,000, respectively. Cllr. Taylor proposed that £9,000 be earmarked to EMR for the Neighbourhood Plan budget at the end of 2020/21, seconded by Cllr. L Hodgson and unanimously agreed.

**• To review arrangements for banking and investments**

It was noted that £75k was invested with Redwood Bank, in a 95-day notice account, earning monthly interest 1.19% and that this was within the £85k protection afforded by the Financial Services Compensation Scheme (FSCS). It was agreed that this remained appropriate and should continue.

**363. Reports from Outside Bodies**

**Lyppard Hub Management Board**

There were no updates in relation to the Lyppard Hub.

**Worcester City Standards Committee**

Cllr. Carney's update, previously circulated, was received. It was noted that Cllr. Carney would be attending the next Standards meeting on Tuesday 9<sup>th</sup> March 2021.

**Worcestershire County Association of Local Councils (CALC)**

Updates from Worcestershire CALC were received, previously circulated. It was noted that Cllr. Merriman would be attending the next meeting of Worcestershire Wychavon CALC on Wednesday 3<sup>rd</sup> March 2021.

**364. To consider revised Standing Orders reflecting new Terms of Reference for Staffing Committee**

It was resolved to adopt the changes, proposed by Cllr. Norfolk, seconded by Cllr. Merriman and unanimously agreed.

**365. To consider Parish Councillor and Clerk attendance at CALC and other training events**

Parish Councillors expressed an interest in attending one or more of the planning training sessions on 8<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup> April at £40 per person per session. The Clerk was asked to ascertain from Worcestershire CALC, whether it would be feasible to arrange bespoke sessions, within a budget of £700, which equated to the training budget underspend in 2020/21. It may be possible to spread the cost by offering the training to other Parish Councils.

**366. To consider meeting administration**

The Chair noted previous suggestions that all the Parish Councillor's reports, with the exception of sensitive matters, should be made public and published in advance of Full Council meetings. She acknowledged that this may increase the Clerk's workload. It was suggested that reports could be simplified and streamlined by using a template system. It was agreed that the Working Group and Cllr. S Hodgson would meet to consider the options and make a recommendation to Full Council.

**367. To consider the Parish Council's response to consultation and participation in events**

It was agreed that the following Parish Councillors would draft a response and consult with colleagues before formally responding on behalf of the Parish Council:

- The Ministry of Housing, Communities & Local Government consultation on the National Planning Policy Framework and National Model Design Code (CALC newsletter): deadline 12<sup>th</sup> March 2021 – Cllr. Taylor
- Worcestershire County Council consultation on The Statement of Community Involvement 2021: deadline 18<sup>th</sup> March 2021 – Cllr. Cross
- South Worcestershire Playing Pitch & Outdoor Sports Strategy Parish Council/Town Council survey: deadline as soon as possible – Cllr. S Hodgson

It was noted that Parish Councillors had been invited to attend the Worcestershire County Council Natural Networks free webinar event on 17<sup>th</sup> March 2021 at 6.00 p.m. and would attend if possible.

**368. Councillor Reports and Items for consideration on Future Agendas**

- **Annual Parish Meeting and Annual Parish Council Meeting** - consider timing, location and other implications, based on the latest legislation and guidance on virtual meetings and COVID-19 restrictions.

The meeting closed at 9.44 p.m.

**Date of the next meeting**

**Monday 12<sup>th</sup> April 2021 at 7.30 p.m. - virtual meeting using Microsoft Teams**

Signed .....  
Chair

Date .....