



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 12th April 2021

Clerk: Mrs Susan Howell, 42 Cooke Close, Whittington, Worcester, WR5 2RB
E: 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). Please contact the Clerk for further information and joining instructions.

AGENDA

1. **To receive and consider Apologies for Absence**
2. **Declarations of Interest**
 - a) Councillors are reminded of the need to update their **Register of Interests**
 - b) To declare any **Disclosable Pecuniary Interests** in items on the Agenda and their nature
 - c) To declare any **Other Disclosable Interests** in items on the Agenda and their nature
 - d) To consider written requests from Councillors for the Council to grant a **Dispensation (S33 of the Localism Act 2011)**

Councillors who have declared a 'Disclosable Pecuniary Interest', or an 'Other Disclosable Interest' which falls within the terms of paragraph 12(1) Other Disclosable Interests b) of the Code of Conduct, must leave the room for the relevant items unless a dispensation has been granted. Failure to register or declare a Disclosable Pecuniary Interest may result in the Councillor committing a criminal offence.

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 1st March 2021
4. **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) including South Worcestershire Rural Beat Newsletter Spring 2021, and consider if follow up action is required
5. To receive report from **County Councillor**
6. To receive report from **City Councillors**
7. **Environmental Matters**
 - To receive reports from Councillors

- To consider a recommendation from the Environmental Committee regarding the Service Level Agreement between Warndon Parish Council and Worcester City Council in relation to environmental services
- To consider the Lengthsman Scheme Agreement Terms and Conditions 2021/22 and note that funding has been maintained at the same level as the previous year £2839.53
- To receive VAS/SID report
- To receive feedback from the meeting on 11th March 2021 with Lloyd Griffiths (Corporate Director – Operations, Homes & Communities – Worcester City Council)

8. Planning and Rights of Way Matters

- To receive reports from Councillors, including updates on current applications, decisions, and recent responses, and notes from the Planning & Rights of Way Committee meeting on 18th March 2021
- To consider the Parish Council's response to recent applications, including:

Application Number	Date Valid (Consultation ends)	Address	Proposal
21/00196/FUL	11/3/21 (10/4/21)	Aconbury North, Worcester Royal Hospital, Newtown Road, Worcester, WR5 1JG	Installation of a new rooftop air-handling unit and erection of a small, brick built medical gas store at Aconbury North
21/00232/HP	8/3/21 (30/3/21)	12 Worthington Gardens, Worcester, WR4 0LR	Single storey rear extension
20/00683/FUL	15/9/20 (10/2/21)	23 Coney Close, Worcester, WR4 0DT	Proposed 1 no. single-storey detached dwelling
21/00277/HP	18/3/21 (15/4/21)	5 Darwin Avenue, Worcester, WR5 1SP	Convert garage into an Art studio
20/01000/HP	23/3/21 (15/4/21)	1 Falmouth, Worcester, WR4 0TE	Proposed erection of a single storey side extension
21/00269/DEM	12/3/21 (23/4/21)	Worcestershire Royal Hospital, Charles Hastings Way, Worcester, WR5 1DD	Partial demolition of the boiler house and flue

- To receive feedback following the meeting with Worcester City Council on 24th March 2021 regarding planning matters
- To receive a recommendation on the status and remit of the Planning committee following the meeting with Worcestershire CALC on 6th April 2021
- To confirm that the Chair and Cllrs. Cross, Taylor, Scrine and S Hodgson will be attending Worcestershire CALC's planning training sessions in April 2021, 9 sessions in total, £360
- To receive updates on:
 - i) Neighbourhood Plan including NP website
 - ii) Town Deal Board
 - iii) South Worcestershire Development Plan, including SWDP March 2021 newsletter

The meeting may be suspended at this point for a comfort break

9. Leisure and Community Affairs

- To receive reports from Councillors, including updates on the following matters:
 - Allotments
To consider a quotation (£96.54 + VAT) from Paul Stanley Fencing relating to improvement works on the allotment main entrance gate and agree delegated authorities to proceed if appropriate
 - Defibrillators
 - Facebook, Website, Newsletter

10. Financial Matters

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

Accounts for payment (retrospective)	£
O2 Clerk's mobile phone contract March 2021 (direct debit)	30.81
Clerk - salary March 2021	844.48
HMRC - Clerk PAYE March 2021	84.52
WCC Local Government Pension – Clerk pension March 2021	292.93
Unity Trust Bank charges 5.12.20-4.3.21	23.25
Pennultimate Electrical	100.00
Delegated authority WPC meeting 1.3.21 (361)	
Cloudy IT - licences and monthly support March 2021 (direct debit)	106.26

Accounts for payment	£
Multipay card statement March 2021 (direct debit)	119.74
• Monthly fee £3.00	
• Ink cartridges (Neighbourhood Plan printer) £116.74	
O2 Clerk's mobile phone contract April 2021 (direct debit)	31.24
Cloudy IT - licences and monthly support April 2021 (direct debit)	106.26

Cash Receipts since last meeting	£
Redwood Bank Interest – 1 st March 2021	68.67
Redwood Bank Interest – 1 st April 2021	76.02
Allotment deposits – SH, RF, EP, JS	40.00
Worcestershire County Council – reimbursed for Lengthsman duties, claim period September - December 2020	873.49
Allotment fees and charges 2021, received to 6/4/21	1949.57
before 31/3/21 £1586.45 (includes £30.12 overpaid, to be refunded)	
after 1/4/21 £363.12	

- To receive instructions from the External Auditor - PKF Littlejohn LLP - regarding the accounts and audit process for financial year 2020/21 and note the deadline for submitting the approved Annual Governance and Accountability Returns (AGARs) is Friday 2nd July 2021

- To note Redwood Bank monthly interest rate will be reduced to 0.95% AER on 13th July 2021
11. To receive **reports from outside bodies**:
 - Lyppard Hub Management Board
 - Worcester City Standards Committee
 - CALC updates which affect the Parish Council
 12. To review **Procedure for public participation at meetings**
 13. To review annual **Insurance cover 2021/22**, noting there is an ongoing 3-year agreement to 31st May 2022 with the Ecclesiastical Local Council scheme arranged by Came & Company
 14. To receive notes from the **Working Group – Policies and Procedures** meeting held on 25th March 2021 and consider their recommendations:
 - i) Publish routine and ad hoc updates and reports on the Parish Council website in advance of Full Council meetings, confidential/sensitive matters to be reported separately and for internal use only
 - ii) Adopt Procedure for Inspecting Assets
 - iii) Adopt Grants Policy
 15. To consider the timing, location and other implications for the **Annual Parish Meeting and Annual Parish Council Meeting**, noting that the legislation which allows Parish Councils to meet virtually ends on 7th May 2021
 16. **Councillors' Reports and Items for Future Agendas**
 17. **Date of the Next Meeting: Annual Meeting - Monday 10th May 2021, 7.00 p.m.**
- Motion to close the meeting to the public due to the confidential and sensitive nature of the business to be transacted relating to land ownership and employment matters*
18. To consider matters relating to land ownership
 19. To receive the Clerk's notice of resignation. To review the Clerk role, responsibilities and working hours and consider how strategic developments and community engagement might impact the role in the future. To consider the process for Clerk recruitment and agree delegated authorities as appropriate

Mrs S A Howell **Clerk and RFO**