



WARNDON PARISH COUNCIL

Minutes of a meeting of Warndon Parish Council, held at 7.00 pm on Monday 5 December 2022, at the Lyppard Hub

Present: Cllrs D Carney, A Cross, L Hodgson, S Hodgson, D Merriman, A Taylor and A Roberts (County Councillor)

In attendance: the Clerk

To receive and consider Apologies for Absence

The Chair advised Council of the resignation of Cllr R Norfolk from the Parish Council. Council resolved to accept Cllr Norfolk's resignation.

Declarations of Interest

(ii) Cllr L Hodgson will abstain from any discussion or resolutions agreed on the proposed Boundary changes (Item 9(v)). [Disclosable Interest as District Councillor, Worcester].

Open Session

There were three members of the public in attendance.

A Member of the Public (not in attendance but with prior notification to the Clerk) raised the issue of how bad a state of disrepair a pathway should be in before maintenance is instigated. Residents will be informed of planned maintenance and improvement works of public footpaths and pathways. Cllr Roberts advised that there is limited funding available for these works: bridleways, rights of way, divorced footways, and footways adjacent to main roads come under County jurisdiction. Maintenance of these is predominantly a County Council responsibility but occasionally will fall to Parish councils or the developer in some cases.

A Member of the Public present raised the matter of Corfe Avenue path repairs necessitated by pervasive tree roots. Corfe Avenue is potentially on unadopted land. The Play Area on Corfe Avenue is also in need of repairs. The new bins are being damaged and need attention. These are matters for reporting to the City Council.

Cllr Roberts advised that bridleways are not maintained for bicycle use, solely for pedestrian traffic. County Council inspects these monthly and quarterly. Some of them are potentially Parish 'assets' of which the Parish Council is unaware. Cllr Roberts to provide a list.

A Member of the Public (not in attendance but with prior notification to the Clerk) reported the problem of invasive squirrel presence on the strip of woodland between Turbary Avenue and Trotshill Lane East. This has been reported to Worcester Environmental Health and referred back to the Parish Council. City Council has a contract for vermin control, free to residents, for Pest Control measures.

620. To approve the Minutes of:

(i) the meeting of the Parish Council held on 7 November 2022

Cllr J Scrine proposed, seconded by Cllr S Hodgson, that the Minutes be accepted. Council resolved to approve the Minutes.

(ii) the meeting of the Finance Committee held on 16 May 2022 (deferred)

Cllr Cross proposed, seconded by Cllr Carney that the Minutes be accepted. A quorum of the Finance Committee resolved to approve the Minutes.

(iii) the meeting of the Finance Committee held on 27 October 2022

Cllr L Hodgson proposed, seconded by Cllr Cross that the Minutes be accepted. A quorum of the Finance Committee resolved to approve the Minutes.

Minute 4 Fabric Enhancement: Cllr Merriman confirmed that this budgetary item refers mainly to street signage provision. It will be withdrawn from future budgeting.

621. Police Report

(i) To receive reports and recent communications and consider if follow up action is required

Council noted that PC Jason Hart will be leaving the local force.

(ii) To consider West Mercia Police's Local Planning Charter and Safer Neighbourhood Team Contract

There was nothing to report.

(iii) To report an invitation to WPC Chair: Meeting with APCC West Mercia

Council noted the invitation to the Chair and Clerk to review any forthcoming. Councillors may raise any issues by email to the Chair. Councillors agreed that the ACC should be invited to address the February meeting of Council.

622. To receive a report from the County Councillor

Cllr Roberts addressed issues raised by members of the public in the Open Session.

623. To receive a report from the City Councillors

Cllr L Hodgson's report was received by Council and taken as read. The new Council leader has been announced as Cllr Chris Mitchell.

624. Environmental Matters

(i) To receive reports from Councillors

Cllr Merriman had little to report. Work has been carried out on the Corfe Avenue ponds, and the Parish Warden is looking at other potential pond work projects. The old Tolladine Road play area has now been repaired.

(ii) To receive the VAS/SID report

Cllr S Hodgson's report was received by Council and taken as read. The new VAS unit has now been installed and is producing data. The older VAS unit will be retrofitted with solar panels, and possibly re-sited or relocated on Woodgreen Drive or Newtown Road, subject to advice from the Highways Agency. Cllr Hodgson to report to the January 2023 Council meeting.

(iii) Anti-litter campaign

There was nothing to report.

(iv) Fire break mowing

Cllr Scrine reported that the edge of Aconbury Orchard needs to be mown short to provide a fire break ahead of the dry summer period. Cllr Merriman to forward the request to City Council Environment service and Cllr Roberts to refer the request to the Fire Brigade.

625. Communications

(i) Communications working group

(a) To consider the draft Communications Strategy

Cllr Scrine proposed, seconded by Cllr Taylor, that the draft Communications Strategy be accepted. Council resolved to approve the draft Strategy. It will be posted on the website for public advice.

(ii) Facebook, Website, Newsletter

Cllr Merriman reported that five news posts were disseminated on Facebook and three on the website. The Newsletter is approaching completion for production and delivery in December.

626. Planning and Rights of Way Matters

(i) To receive reports from Councillors, including updates on current applications, decisions, and recent responses and notes from recent Planning & Rights of Way Committee meetings

| APPLICATION NO | ADDRESS | DESCRIPTION | COUNCIL COMMENT/ RECOMMENDATION |
|-----------------------|---|---|--|
| 22/00993/TPOA | 20 Cover Green, Worcester, Worcestershire, WR4 0JF | T1 Pedunculate Oak (Quercus robur) - Crown reduce by 30% T2 Pedunculate Oak (Quercus robur) - Needs ivy stem removed | Arboricultural Reports supplied with application states T1 and T2 carry low risk, however the report does state "T1 has significant defects which will not heal. Over time the tree will continue to deteriorate. The removal of this tree or at least a significant crown reduction will need to be carried out and further works will need to proceed until the tree is removed" Chris Dobbs the Landscape Officer has expressed caution that if removed this tree must be checked for use by bats as there seem to be cavities in the crown. A reduction in Crown to T1 seems acceptable. |
| 22/01014/GPDE | Sunrays, 318 Tolladine Road, Worcester, WR4 9NG | Application for prior approval for a single storey rear extension | Replaces a ground floor rear kitchen with an alternative design. The |

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| | | | case Officer Laura Wall has submitted a comment regarding the absence of a Water Management Statement but has no objection in principle. This should be deferred until all the information is available including plans of the replacement structure. |
| 22/00991/TPOA | Royal Mail Worcester Mail Centre, Wainwright Road, Worcester, Worcestershire, WR4 9WW | The hawthorn and sloe will need pruning back and raising to 2.4m• The horn beam needs to be pollarded back 2.4 metres as it is covering the road way and fire escape, Oak tree 1 will need 1 lower branch removing as close to building, Oak tree 2 1 lower branch needs removing as close to building, Beech tree behind the workshop to be pruned back away from the building | Five items the most pressing being the horn beam that needs to be pollarded back 2.4 metres as it is covering the roadway and fire escape. Chris Dobbs has commented “All work must be outside the bird nesting season and the trees should be checked for use by bats, and if any evidence is found advice must be taken from an ecologist”. The application with these as conditions would be acceptable. |
| 22/00962/HP | 1 Auckland Close, WORCESTER, WR4 0SU | Proposed single storey rear extension | Extension at rear of property to create an enlarged kitchen/dining area. The extension ends back from the neighbouring property (number 3). Water management statement reads “All surface and rainwater will be discharged to a soakaway 5m away from foundation. Alternatively connect to surface water sewer. If combined connect to drain via a trapped gully into combined sewer” |
| 22/00972/CLPU | 3 Tyndale, Worcester, WR4 0PR | Removal of an existing conservatory and replacement with a | Replaces a traditional (mostly glass) conservatory with a |

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| | | single storey kitchen extension on the existing footprint | brick built single floor extension. Kitchen at front of house to become a playroom with the former conservatory becoming a kitchen/diner. New extension shares similar elevations to existing conservatory. Application has the inclusion of the Certificate of Lawful Proposed Use. |
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There were no Enforcements or Referrals.

Worcester City Council determined the following decisions:

| APPLICATION NO | ADDRESS | DESCRIPTION | DECISION |
|-----------------------|--|--|-----------------|
| 22/00832/HP | 2 Tiverton Close, Worcester, WR4 0EH | Proposed single storey side extension | Refused |
| 22/00079/OUT | The Fairway, Worcester, WR4 9UH | Outline planning permission for development of up to 6 residential dwellings (considering access only). Affects public rights of way 664(b), 657(b) and 658(b) | Refused |
| 22/00865/TPOA | 1-7 Popert Drive, Worcester, Worcestershire, WR5 1SY | Oak Tree - Crown Reduction not exceeding 4m in total, crown lift 2.4m | Approved |

(ii) To consider the Parish Council's response to pending applications

As reported under 626(i).

(iii) To receive an update on the Neighbourhood Plan

Cllr Taylor's report was received by Council and taken as read. Cllr Taylor proposed that the Representation document in respect of the SWDPR Regulation 19 Consultation be adopted (subject to editing). Councillors to consult and finalize by email notification.

(iv) To receive an update on the Town Deal Board

A meeting of the Board was held on Thursday 1 December where the state of the Shrub Hill development was discussed. Cllr Scrine has requested clarification.

(v) To receive an update on the South Worcestershire Development Plan: SWDP Boundary Review Consultation

There has been no response yet to Cllr Taylor's submitted document. Further modification to the proposed Warndon Villages South ward boundary was discussed. There had been discussion regarding a more appropriate name for the 'Warndon Parish/Villages South' ward and a resident had suggested "Leopard Hill Ward". The submission will be finalized by 9 January 2023.

627. Leisure and Community Affairs

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

- (a) Allotments
- (b) Defibrillators

Cllr Carney's report was received by Council and taken as read. Proposals for siting another defibrillator will be sought from residents in the forthcoming Newsletter.

(ii) To consider proposals for engagement projects; approve budget and delegated authorities

- (a) Platinum Jubilee commemorative projects

There was nothing to report.

628. Financial Matters

(i) To receive the Clerk's Financial reports 2022-23 YTD

- (a) Annual budget by centre
- (b) Cashbook report showing receipts and payments
- (c) Trial balance

Council received and noted the Clerk's Financial Reports 2022-23 YTD.

(ii) To approve accounts for payment and receive details of cash receipts for information

Council approved the accounts for payment.

(iii) To approve additional expenditure: Application to County Council: funding request for retro-fit of SID unit, and additional costs.

Cllr L Hodgson proposed, seconded by Cllr Taylor that the additional expenditure of £170.40, supplementing the County Council's funding award of £800 for the retro-fit be approved. Council resolved to authorise the expenditure.

(iv) To approve new VAS unit expenditure

Cllr Cross proposed, seconded by Cllr Merriman that the £2,852 expenditure on the new VAS unit (approved in principle at the November Council) be authorized. Council resolved to authorize the expenditure.

(v) To approve additional expenditure for RCA consultancy work on the Neighbourhood Plan

Cllr Taylor proposed, seconded by Cllr Scrine that the £750 (+VAT) expenditure on the RCA consultancy report agreed in principle at the November Council, be authorized. Council resolved to authorise the expenditure.

(vi) To receive and approve the Budget for 2022-23

Council received the Finance Committee's Budget recommendations for 2022-23. Cllr L Hodgson proposed, seconded by Cllr Taylor that the Budget be approved. Council resolved to approve the Budget.

(vii) To consider the draft revised Grants Policy

Council considered the draft revisions to the Grants Policy, which include financial parameters, terms, and conditions of awards for small, medium and large/extraordinary grants. Cllr Carney proposed, seconded by Cllr L Hodgson, that the revised Grants Policy be approved. Council resolved to approve the new policy. The policy to be reviewed in in May 2024.

629. To receive reports from outside bodies

(i) Lyppard Hub Management Board

The management board's recent report highlighted the Hub's provision of activity space for local residents and community groups. The Lyppard staff will receive a realistic wage increase and a living wage policy has been adopted.

The Parish Council has initiated discussion of the provision for residents of a surgery hour with a parish councillor(s) once a month from January 2023 to be held at the Hub on the Monday a week prior to Council meeting(s). The Clerk will book the necessary space at the Hub and liaise with the Hub manager to arrange a meeting with Hub trustees and Parish councillors to discuss the Council's proposed enhanced community engagement activity and the Hub's provision.

(ii) Worcester City Standards Committee

The November meeting was cancelled. A further meeting is proposed for February 2023.

(iii) CALC updates which affect the Parish Council: CALC AGM Agenda and Chairman's Report

Council received and noted the CALC Agenda and Chairman's Report.

630. Elections 2023: to report arrangements

The Chair, Cllr Taylor and the Clerk met with staff of the City Council Elections team on 27 November. The meeting considered arrangements, processes and timetables for the forthcoming May elections.

The meeting also addressed the current election cycle and a possible change to City's election terms to align more closely with Parish Council terms of office and election cycles. St Peter's and Warndon parish councils may be left exposed to significant costs if it is necessary to hold a separate election cycle process for Parish Councillors. City Council to provide clarification on whether Parish councillors should extend current councillor terms of office by one year to resolve the current alignment issue.

In the light of Cllr Norfolk's recent resignation ahead of the end of term of office, a by-election will not be necessary and the Parish Council can continue with seven councillors. Clarification from City Council has also been sought.

631. Councillors' Reports and Items for Future Agendas

There were none.

632. Date of the Next Meeting: Monday 9 January 2023, 7.00 pm, Lyppard Hub

The Meeting closed at 8.40pm.

Signed:.....
Chair

Date:.....