



## WARNDON PARISH COUNCIL

Minutes of a meeting of Warndon Parish Council, commenced 7.00 pm on Monday 5 February 2024,  
at the Lyppard Hub (Room 4)

**Present:** Cllrs K Collier, E Kimberley, S Forrest, L Hodgson, S Hodgson, D Merriman,  
J Rudge, A Taylor

**In attendance:** the Clerk, Cllr S Murray (City), Cllr A Cross (County), three members of the public

Council observed a minute's silence in memory of the late Cllr Paul Walters, Chair of St Peter's Parish Council.

### **To receive and consider Apologies for Absence**

There were none.

### **Declarations of Interest**

Cllr Merriman declared an interest since the householder who had requested the Tree work in relation to the TPO which would be discussed later in the meeting (Minute 801(iii)) is a personal acquaintance.

### **Open Session**

#### Darwin Field

Jan Scrine reminded Council that the consultation period for the Darwin Field planning application has been extended until 21 February 2024. No effective use for the site has yet been put forward as outlined in the inspector's report. Individual objections are encouraged.

#### Shrub Hill

Jan Scrine advised that the new plan for the site development is overwhelmingly a concrete construction entirely out of keeping with the adjacent historic city. The Parish Council and Worcester residents are encouraged to look at the proposals and comment.

### **797. To approve the Minutes of:**

(i) the meeting of the Parish Council held on 8 January 2024

Cllr Merriman proposed, seconded by Cllr Kimberley that the Minutes be approved. Council resolved to approve the Minutes.

(ii) the Finance Committee meeting held on 25 January 2024

Cllr Merriman proposed, seconded by Cllr Forrest that the Minutes be approved. Council resolved to approve the Minutes.

#### **798. Police Report**

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

There was no report.

(ii) To consider measures to reduce speeding on Warndon Villages roads

Cllrs Collier, Forrest, Kimberley, and S Hodgson will form a working group to consider measures. A first meeting is scheduled for 19 February. Cllr Cross (County) has accepted an invitation to join the WG.

#### **799. County Council report**

Cllr Cross reported that a lot of works are in progress although no firm decisions or resolutions have yet been made. The County Council budget predicts an overspend, notably in the areas of school transport and social care provisions. A full County Council meeting is due to consider the budget,

#### **800. City Councillors' report**

Council received and noted the report, which was taken as read, An Ash die-back strategy was discussed at last week's Environment Committee but reported that only £65K has been allocated to deal with the issue which may not be sufficient. There was scant reference to the die-back situation in Warndon Parish and it remains unclear whether Warndon Parish Council or Warndon residents will be involved in decision making or will be consulted. Sandra Green (Head of Worcester City Council Services) will address Council on 4 March on the Ash die-back strategy.

#### **801. Environmental Matters**

(i) To receive reports from Councillors

Council received and noted the report which was taken as read. The 'Place' team have been working on all of the roundabouts in the parish including clearing moss from the paved areas adjacent to the roundabouts. Work has also commenced the new planting scheme on Marsh Ave roundabout. The Warden has continued with his work on the wooden sleeper steps off Parsonage Way, maintaining

the shrub beds and removing debris following the recent storms. He will shortly be commencing Lengthsman training and attain his registration. Cllr Merriman to investigate costs for replacement of fencing (trip railing) which provide barriers to open green spaces and prevent unauthorised parking. Council to consider whether it will financially contribute to costs and maintenance. The issue of responsibility for clean-up of debris at Wainwright Road following departure of travellers was raised. Cllr Cross to investigate.

(ii) To receive the VAS/SID report

Council received and noted the report which was taken as read. The Westcotec SID unit at Dugdale Drive/Hastings Drive has continued to report reduced speeding incidence. Reduced speeding has also been reported by the ElanCity SID at Millwood Drive/ The new Evolis SID at Dugdale Drive has now been installed and will begin to report from March.

(iii) Ash die-back in Warndon Villages

Taylor Wimpey contractors have been observed felling trees along the Hastings Road / Berkeley Way footpath following residents' reports. The Ash die-back situation in Warndon parish is serious. Council questioned whether Worcester City Council Environment Committee has investigated conditions on Plantation Drive pathways.

(iii) Apex Ponds

There has been no further progress on the potential acquisition of the site. Council to make a decision once estimated costs for public liability insurance are available, and further investigation of other costs are completed.

(iv) Proposal to purchase Trip Rail materials

See Minute 801(i)

## **802. Communications**

(i) Communications Working Group

The next meeting of the WG to convene before mid-February.

(ii) Facebook, Website, Newsletter

Council received and noted the report which was taken as read. Council considered the next Newsletter scheduling in light of forthcoming City and Parish Council elections. The edition may concentrate on encouraging residents to consider standing for election and outlining what the Parish Council does.

### 803. 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
- (ii) To consider the Parish Council's response to pending application

APPLICATION NO	ADDRESS	DESCRIPTION	OBJECTION Y/N	COUNCIL COMMENT
24/00008/OUT	Land At Darwin Avenue Worcester	Outline application with all matters reserved except access for the erection of up to 28 affordable dwellings.	Yes	19 properties, a scaled down version of the Darwin Fields proposal. Many of the same arguments for two rejected plans apply.

The Darwin Avenue application was highlighted by Jan Scrine in the public Open Session. Cllr Taylor to compose a submission for WPC

#### The Fairway

An outline proposal for development of six additional houses was rejected by City Council in 2023 but has now gone to appeal.

#### New town on Warndon parish border

The sizeable proposed new town development on the borders of the Warndon parish is likely to have significant impact on Warndon roads and services infrastructure. Council will consider the implications of this siting and report.

- (iii) To receive an update on the Neighbourhood Plan

Work to finalise the NP is on hold until the issue affecting the integrity of the Significant Gap is resolved.

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

The recent Board meeting considered proposals for the development of the Scala Theatre, and proposals for development of the Fairfield and Dines Green centres for apprentices.

- (v) To receive an update on the South Worcestershire Development Plan

The review hearing date is not yet confirmed.

- (vi) To receive an update on the Boundary Review Consultation

The proposal to create a third parish ward, in order to split the parish across two separate county divisions will result in this ward having only 323 electors, and one Councillor and being completely out of kilter with the other wards. This proposal seems to be based on an assumption that there will be further housing development in that area, and therefore more electors by 2029. Cllr Taylor to inform the Boundary Commission that the proposed SWDPR excludes any further housing allocations in the area - beyond those already built, and the proposed county division boundary change would simply add to the potential for confusion (for residents as well as administrators). The deadline for consultation is 18th March. Cllr Taylor to draft a submission on behalf of the PC in advance of next month's meeting.

(vii) Unadopted land adoption schedule

There was nothing to report.

(viii) Divorced footpaths

There was nothing to report.

**804. Leisure and Community Matters**

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

(a) Allotments

Council received and noted the report which was taken as read. Cllr Forrest is awaiting quotations from plumbing contractors to carry out remedial works to the water stop cock and prevent flooding. The Clerk to obtain cost estimates of public liability insurance for the Mabbs site.

(b) Defibrillators

All units have been checked and are operational.

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

(a) Platinum Jubilee commemorative projects

There was nothing to report. Cllr Merriman to organise a stand for WPC at the 2024 Lyppard Summer Fete.

(iii) Benches project

All five benches have been ordered. Wording and design of the plaques for the memorial benches are to be confirmed. Delivery is expected in the next two weeks.

## 805. Financial Matters

- (i) To receive the Clerk's Financial reports 2023-24 YTD
  - (a) Annual budget by centre
  - (b) Cashbook report showing receipts and payments
  - (c) Trial balance

Council noted and approved the reports.

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

<b>Accounts for payment (retrospective)</b>	<b>£</b>
O2 Clerk's mobile phone contract January 2024 (direct debit)	28.15
Waterplus (allotments water supply)	24.82
Waterplus (allotments water supply)	49.32
<b>Accounts for payment</b>	<b>£</b>
Susan Carr (Clerk salary (January 2024)	1112.60
HMRC (Clerk PAYE December 2023)	303.37
DandD Services (IT software licence January 2024)	82.94
DandD Services (IT support January 2024)	240.00
Solway Direct (benches and memorial plaque)	2226.00
Worcester City Council (parish warden service and grass cutting)	38869.20
Susan Carr (clerk expenses - Zoom licence, postage, printer toner)	89.02
Dawn Merriman (Cllr expenses - newsletter delivery hospitality)	20.55
<b>Cash Receipts since last meeting</b>	<b>£</b>
Redwood Bank Interest – January 2024	234.86

Council noted and approved the accounts.

- (iii) WPC deposit account options

Council received and noted Cllr Forrest's report which was taken as read, The Parish Council needs to protect its funds and maximize interest return on deposit accounts. These funds will cover potential future needs and provide a contingency measure. Cllr Taylor proposed, seconded by Cllr Merriman that Council approve Cllr Forrest's proposal for safeguarding WPC funds. Council resolved to approve the plan. Cllr Forrest and the Clerk to look into opening an additional bank account for transferral of funds.

- (iv) To set and approve the Parish Council Precept for 2024-25

Council considered City Council's proposed Precept level for 2024-25. The Finance Committee recommended to Council that the Precept be increased by 5% in order to accommodate future increased costs over several budget areas in 2024-25. The proposed Precept increase would equal

£115,760.38. Cllr Taylor proposed, seconded by Cllr L Hodgson that Council approve the request to increase the precept by 5%. Council resolved to approve the request.

(v) To review and approve the budget for 2024-25

Council considered the recommendations of the Finance Committee for the 2024-25 Budget. Cllr Forrest proposed, seconded by Cllr L Hodgson that Council approve the recommended Budget for 2024-25. Council resolved to approve the Budget recommendations.

## **806. Reports from outside bodies**

(i) Lyppard Hub Management Board

The Board met recently to review its budget for the coming financial year. A report from the Board is awaited in order for the Parish Council to review its grant award for the 2024-25 year.

(ii) Worcester City Standards Committee

The next Committee will convene on 5 March 2024.

(iii) CALC updates which affect the Parish Council

There were none.

## **807. Policies and Procedures**

(i) Memorial Bench Policy review

Council considered the review of the memorial bench Policy which includes a new framework for instating memorial benches. The new policy was adopted – to be reviewed in February 2027.

(ii) Data Protection Policy review

Council considered a proposal quotation from DandD Network Services (the IT management service provider) to review the policy which was adopted in 2018. The new policy has quoted for both GDPR and FoI protocol review. Cllr L Hodgson proposed, seconded by Cllr Merriman that Council approve the quotation for policy review. Council resolved to approve the quotation. The Clerk to commission the policy review report.

## **808. Future Parish Surgeries**

Council considered the use of surgery hours to engage with residents on Warndon parish issues and concerns. Currently the surgeries are advertised on the website, Facebook, parish Noticeboard and in the Newsletter, yet attendance remains low. Other avenues for engaging with the public were considered – additional noticeboard(s) strategically sited in the parish, announcements in school

news circulations and/or in the Lyppard Hub communications or website, posters on supermarket public noticeboards. Another possibility was offering virtual surgery sessions on Zoom for residents unable to attend physical surgeries or meetings. Council to look into all possibilities.

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

Reporting feedback from Parish surgeries.

**810. Date of the Next Meeting: Monday 4 March 2024, 7.00 pm, Lyppard Hub**

*The meeting closed at 9.20pm.*

*Signed*..... *Date*.....  
(Chair)

DRAFT