

# Dodderhill Parish Council

Councillors are summoned to the Annual Meeting of the Parish Council at 7:00PM on Tuesday 8<sup>th</sup> May 2018  
at Wychbold Village Hall, School Road, Wychbold, WR9 7PU

Press and public are cordially invited to attend

## Agenda

1. **Election of a Chairman** and signing the Declaration of Acceptance of Office.
2. **Election of a Vice-Chairman**
3. **Co-option:** To consider applications received.
4. **Apologies for absence:** To receive apologies and to approve reasons for absence.
5. **Declarations of interest:** With reference to items on the agenda members are reminded of their responsibility to declare interests and to update their register of interests as required.
6. **Dispensations:** To consider any written dispensations from members who have declared an interest but wish to stay in the meeting during that time to aid discussion/speak/vote.
7. **Open session:** The meeting will be adjourned for the public open session.
  1. **To receive a report by the District Councillor**
  2. **To receive a report by the County Councillor**
  3. **To receive a report by the Police**
  4. **To receive a report by the Village Hall Committee**
  5. **Public participation (10 minutes):** At the discretion of the Chairman members of the public will be invited to speak and/or question the Parish Council on issues relating to this agenda or raise issues for future consideration.
8. **To consider and adopt the minutes** from the Parish Council meeting on the 3<sup>rd</sup> April 2018.
9. **Progress reports:**
  1. Speeding / traffic concerns on A38
10. **Playing field and Allotments:**
  1. To consider a hire agreement for the football pitch.
  2. To consider access arrangements to the playing field and allotments.
  3. To consider parking arrangements for the allotments.
  4. To consider quotes received for grounds maintenance / grass cutting.
11. **Correspondence:**
  1. To consider the consultation on the review of Local Government Ethical Standards.
12. **Highways:**
  1. To consider highway maintenance issues throughout the parish.
  2. To consider quotes received for grass verge cutting.
13. **Planning:**
  1. **18/00362/HP** - 14A St Richards Road, Wychbold, Droitwich Spa, WR9 7PW. Two storey side extension and alterations to front porch.
  2. **18/00667/ADV** - Little Chef, Rashwood Hill, Rashwood, Droitwich Spa, WR9 0BS. Fabricated aluminium banner stand.
14. **Parish matters for discussion/decision**
  1. **General Data Protection Regulation:** To consider the need to appoint a Data Protection Officer and revise relevant policy procedures.
  2. **Lengthsman:**
    1. To consider participation in Worcestershire County Council's Lengthsman Scheme 2018/19.
    2. To consider the work schedule for the month ahead.
  3. **Public Rights of Way:** To consider issues on the rights of way network.
  4. **Social Media:** To consider implementation of the adopted Social Media policy.

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5. **Retention Schedule:** To consider and adopt a document retention schedule.
6. **Village Hall car park:** To consider layout and fencing.
7. **Playing field improvements:** To receive an update from the steering group.
15. **Annual business as per Standing Orders:** To review the following policy procedures and documents:
  1. CCTV Policy
  2. Code of Conduct
  3. Equal Opportunities Policy
  4. Financial Regulations
  5. GDPR Data Privacy Policy
  6. GDPR Data Protection Policy
  7. GDPR Data Security Incident Procedure
  8. GDPR Subject Access
  9. Social Media Policy
  10. Standing Orders (NALC's revised model)
  11. Data Audit
  12. Insurance cover
  13. Inventory of Assets
  14. Risk Schedule
16. **Finance:**
  1. Clerk's salary and expenses - £983.73
  2. HM Revenue and Customs (PAYE) - £80.00
  3. Worcestershire County Council Pension Fund - £336.00
  4. Maureen Addy (handyman) - £85.00
  5. Martin Hill (inspections) - £40.00
  6. David Miles (Lengthsman) - £180.00
  7. Stoulton Groundcare Ltd (grass cutting) - £162.54
  8. Alyson Keane (expenses) - £26.49
  9. Mike Jones (padlock keys and fittings) - £47.04
  10. Broad Street DIY Ltd (rock salt) - £65.90
  11. Worcestershire CALC (subscription) - £1023.93
  12. Zurich Municipal (insurance) - £2,053.00
  13. To note Direct Debit payment to BT (phone services) - £68.16
  14. To consider a donation to Wychbold Community Fete
  15. To consider and approve the year end accounts
17. **Councillors' reports and items for the next agenda:** Councillors may use this opportunity to report minor matters of information and to raise items for future agendas.
18. **Date of the next meeting**

*A resolution will be passed to exclude members of the public due to the confidential nature of the following item.*

19. **Clerk's Salary:** To review the NJC 2018-2019 National Salary Award.

Dated 3<sup>rd</sup> May 2018



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