



Dodderhill Parish Council

Meeting of the Parish Council at **7:30PM on Monday 4th February 2019** at
Wychbold Village Hall, School Road, Wychbold, WR9 7PU

Minutes

Present: Councillors Alyson Keane (Chairman), Doug Webb (from 8.30pm), Mike Jones, Sue Howarth, Guy Dow.

In attendance: Nick Farress (Clerk), Cllr Peter Tomlinson (County Councillor), members of the press and public.

The Chairman firstly thanked David Hunter-Miller for his service as Clerk to the Council and he was presented with a gift. The meeting welcomed Nick Farress to his first meeting as the new Clerk to the Council.

The Parish Council quorum of 5 had not been reached by the time the meeting was due to start so the open session was taken first awaiting the arrival of Cllr Webb at 8.30pm.

Open session

The meeting was adjourned for the open session and the following reports/updates were noted.

District Councillor

No report supplied.

County Councillor

Cllr Tomlinson tabled the County Council Member's Update for information and expressed concern at the lack of enforcement of the 30mph limit through Wychbold. He would follow this up with the Safer Roads Partnership. He also announced that he would be the next WCC Chairman and stated that this would not affect him representing Dodderhill parish. Cllr Tomlinson said that he shared residents concerns about the M5 junction's road markings and quality of environmental maintenance, but this was a Highways England matter. He would also follow up on a public question about a dangerous tree on Chequers Lane which had been reported to the Hub but no action had been forthcoming.

Police

PC Carter reported a number of recent thefts from vehicles in Wychbold which included thefts of catalytic converters as they have a high scrap value. The County Council are considering a TRO which would limit parking during an hour each day to stop the trend of motorists leaving vehicles parked in residential streets for long periods of time. In response to a public question, PC Carter said that he does not have the means to ticket cars blocking pavements since parking offences were de-criminalised, and that WDC chooses not to send officers out to enforce this. However, he does have some letters which he will share with the Clerk that can be put on cars by Councillors as an "educational" activity.

Public participation

Members of the public raised the following issues:

- Dog fouling seems to be getting worse. DPC should use its communication outlets to project the “pick it up” message. It was agreed to chase WDC about the provision of free dog waste bags.
- McDonalds litter seems to be worse than ever. DPC would send a letter to remind them of their responsibilities.
- Several members of the public asked why a poster had been pinned in the Village Hall noticeboard to “advertise” new affordable homes on the Chequers Lane site when DPC had objected to the planning application at the last meeting. The Chairman and the Clerk had decided that the poster was simply asking for people to register their interest in affordable housing and did not contradict the Council’s position.
- Horseboxes are using Crown Lane in contravention of the weight limit and damaging verges.

The formal meeting began at 8.30pm and the following business was transacted.

028 Apologies for absence

Apologies were received from Cllr Paul Brogan, Cllr Sean Mulvey and Cllr Dale Mason, and Cllr Doug Webb for a late arrival. Cllr Hugh Hamilton (District Councillor) also sent his apologies.

029 Declarations of interest

Sue Howarth declared a Disclosable Pecuniary Interest in Agenda item 11 (allotments).
Guy Dow declared a Disclosable Pecuniary Interest in Agenda item 11 (allotments).

030 Dispensations

There were none.

031 Minutes

It was **resolved** that the minutes of the Parish Council Meeting held on 7th January 2019 are agreed as a true record of the proceedings and signed by the Chair with the following addition to Minute number 022 (g), (h) and (i):

1. The payments are made “in good faith” in the knowledge that the Parish Council has been charged for evenings that were not used by the Youth Club;
2. It was noted that the Village Hall Committee is charging for both rooms on their pricing scale of £15 per hour. It was understood that the board game club have both rooms for £12 per hour;
3. Future hire is Friday 17:30 to 19:30 (£30 per week) with a stipulation that no changes to times or dates are made by the YMCA without the prior approval of the Parish Council;
4. If the YMCA cancel with less than 7 days’ notice, it was agreed that they will need to pay the room hire charge incurred. The Clerk would write to the YMCA;
5. The numbers attending the Youth Club is supposed to be supplied to the Parish Council. The Clerk will remind them of this requirement;
6. The Village Hall Committee should not double book for any other event during our hire period for Youth Club and a refund would be sought if this was to occur.

032 Finance

The following payments were considered.

- (a) Clerk’s salary and expenses (NF and DH) - £1997.74
- (b) HMRC PAYE – £147.77

- (c) WCC Pension Fund – £418.52
 - (d) Handyman - £110.00
 - (e) Cllr Jones Expenses - £61.44
 - (f) Reddi Pest Ltd – £85.00
 - (g) Aztec Adventure Room Hire - £75.00 (already paid)
 - (h) Sutcliffe Play Ltd MUGA - £99,193.20 (already paid)
- It was **resolved** to make the above payments.

(i) YMCA Youth Club Jan-Mar - £726.00
 It was **resolved** to hold this payment until the YMCA had provided up to date numbers as per the agreement with DPC.

- (j) Access and Vision CCTV - £168.00
- (k) Cllr Keane Expenses - £25.79
- (l) SLCC Clerk Annual Subscription – £168.00
- (m) Shaws Minute Book/Binder - £135.99
- (n) Wychbold Village Hall Room Hire Feb 2019 - £20.00
- (o) LexisNexis Arnold Baker Book - £110.99
- (p) To consider and approve budget expenditure
- (q) To consider and approve the bank reconciliation

It was **resolved** to make the above payments and to approve both the budget monitoring report and the bank reconciliation report.

033 Internal Auditor

It was **resolved** to appoint Iain Selkirk as the Council's Internal Auditor for the 2018/19 Accounts.

034 Wychbold Village Hall

- (a) The report was sent through too late for the meeting. The Clerk will write to all groups who produce reports to submit them in good time for the meeting, ideally a week before the meeting date.
- (b) During the handover from the “old” Village Hall Committee (VHC) to the “new” VHC in 2017, Dodderhill Parish Council (DPC) paid the operating costs for the Village Hall on behalf of the Wychbold Village Hall charity. This was on the understanding that the VHC would not then charge DPC for the use of the Hall for the YMCA Youth Club until January 2019. Despite this, the VHC did invoice DPC for these hire costs which DPC subsequently paid in good faith. It was therefore **resolved** to invoice the VHC for a reimbursement of the costs incurred by DPC between April 2017 and March 2018 which totals £2743.75.
- (c) It was **resolved** to ask the Clerk to audit the accounts of the Village Hall charity as stated in the charity's constitution.
- (d) The VHC currently use DPC insurance for their activities within the Hall. DPC insure the building, contents and hold public liability insurance. The Clerk will meet with the VHC in relation to insurance and other related matters as this cannot continue if DPC are not operating the Hall directly. It was **resolved** to discuss this again at the next meeting where the Clerk would report back.
- (e) It was **resolved** to obtain quotes to have 2x lockable external electrical sockets and 1x lockable external water tap installed at the Village Hall and to hire a “Portaloo” when builders are next on site to work on the paths around the play area.

035 LGA and Public Health England Workshop – 4th March 2019 at County Hall

It was **resolved** to reserve a place at this workshop. Attendee TBC.

036 Planning Application 18/02546/ADV

This related to the Chateau Impney's advertising board adjacent to the A38. It was **resolved** to recommend approval to Wychavon District Council.

037 Allotments Working Group

Cllrs Howarth and Dow reminded the Clerk that renewal letters need to be sent out for the 2019 season (1st April to 31st December) and that pro rata payments need to be collected to cover this period.

038 Playing Field and Village Hall Registration

This was currently with Thursfields Solicitors and the Clerk will follow this up. It was noted that the Parish Council do wish to encourage a football club back to the field.

039 Neighbourhood Development Plan

The Clerk reported that he had received two expressions of interest in joining the Steering Group and further publicity would take place via social media and Community Link.

040 Highway Maintenance – School Road

The Clerk would add a link to the online form on the WCC website for members of the public to report potholes and other issues.

041 Councillors Reports and Updates

(a) Cllr Howarth asked about whether WCC are going to recruit for a new volunteer footpaths officer – the Clerk would follow this up.

(b) The Clerk would produce some name signs for Councillors ready for the next meeting.

(c) Cllr Dow asked whether the Lengthsman could attend a meeting so Councillors could meet him and understand more about his role.

(d) Cllr Keane said that meetings would start at 7.00pm from now on as agreed at the last meeting.

(e) Cllr Jones asked whether DPC should organise a litter pick as part of the Great British Spring Clean.

(f) Cllr Webb asked the Clerk to follow up the new dog fouling signs with WDC.

042 Exclusion of Press and Public

In accordance with the Public Bodies (Admission to Meetings) Act 1960s1(2) it was **resolved** to exclude members of the public and press from the meeting in order to discuss matters of a confidential nature.

043 Subject Access Request (SAR)

The Chairman reported that a SAR had been received by the Clerk and would be dealt with as per the Council's policy and relevant procedure.

044 Data Protection Issue and CCTV

Following a data protection issue which has now been resolved, future access to the Council's CCTV system will be restricted to the Clerk and the technical contractor. It is also planned that tighter controls on internet access at the Village Hall need to be implemented to prevent any potential mis-use.

The meeting closed at 10.35pm

Signed as a true record:

Cllr Alyson Keane – Chairman
4th March 2019

DRAFT

Produced by



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