



# Dodderhill Parish Council

Meeting of the Parish Council at **7:30PM on Monday 7<sup>th</sup> January 2019** at Wychbold Village Hall,  
School Road, Wychbold, WR9 7PU

## Minutes

**Present:** Councillors Alyson Keane (Chair), Doug Webb, Mike Jones, Sean Mulvey, Sue Howarth, Guy Dow, Dale Mason (from 19:47PM)

**In attendance:** David Hunter-Miller (Clerk), Cllr Hugh Hamilton (District Councillor), members of the public

### 001 Apologies for absence

Apologies were received from Cllr Paul Brogan.

Cllr Peter Tomlinson (County Councillor) also sent his apologies.

### 002 Declarations of interest

Alyson Keane declared a Disclosable Pecuniary Interest in Item 8.2 - 18/02398/FUL.

Sue Howarth declared a Disclosable Pecuniary Interest in item 10.1 (allotments).

Guy Dow declared a Disclosable Pecuniary Interest in item 10.1 (allotments).

### 003 Dispensations

It was noted that Sue Howarth had been granted a dispensation to allow participation in discussions relating to Item 10.1 (allotments).

## Open session

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

### District Councillor

Hugh Hamilton provided a report. Details of Wychavon District Council's Community Grants Scheme were circulated.

### County Councillor

No report was available.

### Police

The following Police report was noted:

4/12 – Swan Public House, Worcester Road. Theft from motor vehicle.

5/12 – Swan Service Station, Worcester Road. Attempted theft from motor vehicle.

10/12 - Wychbold Allotments (Reported on 10/12 between 24/11-10/12). Theft.

11/12 – Webbs of Wychbold. Attempted theft.

12/12 – Cotswold Outdoor at Webbs of Wychbold. Theft.

14/12-17/12 – Chichester Caravans Worcester Road. Theft.

25/12 – Ford Lane, Elmbridge. Burglary.

## Village Hall Committee

*The Village Hall Committee had sent a report, excerpt as follows:*

- *The Village Hall Santa's Grotto event was a huge success, despite Santa cancelling his visit at the last minute. Thankfully another Santa stepped in. The feedback was very positive, and two bookings were generated from the event itself but, more importantly, £100 was raised for St. Richard's Hospice – which will be handed over this month. WVH committee would also like to thank Morrisons Bromsgrove for donating food and gifts.*
- *The committee secretary/caretaker is meeting with the local church next week to finalise plans for the parent and baby group. The hope is this will be up and running by the end of January. Morrisons have also indicated they may be able to assist with providing food and/or toys.*
- *Bookings, in general, are stable and 'word of mouth' bookings have increased.*
- *The village hall committee is reviewing key and access management.*

## Public participation

- A member of the public asked for an update on relocating the noisy dog fouling bin.
- Several local residents attended the meeting and voiced concerns over item 8.2 (18/02398/FUL: Land Rear of Sunnyhill House). These concerns were supported by the Parish Council and would be captured in the planning comments sent to Wychavon District Council.

*The meeting resumed following the open session.*

### **004 Minutes**

It was **resolved** that the minutes of the Parish Council Meeting held on 3rd December 2018 are agreed as a true record of the proceedings and signed by the Chair.

### **005 Councillor vacancies and co-option**

It was **resolved** to co-opt Mr Dale Mason onto the Parish Council and he joined the meeting from 19:47PM.

### **006 Village hall windows and doors**

(a) It was noted that the new windows and doors had been fitted and that the insurance claim had settled. The insurance settlement had included an overpayment (for VAT) and so a refund for this would be arranged (item 11.10).

(b) It was suggested that Wychbold Village Hall Committee should review emergency exit arrangements.

(c) The Parish Council extended its thanks to Maureen and Bob Addy for attending to the village hall over Christmas.

### **007 CALC Community Engagement seminar**

Sue Howarth provided a report on CALC's Community Engagement Seminar. Suggestions for improving community engagement were put forward and would be discussed further at a future meeting.

### **008 Budget and tax base**

It was **resolved** that the 'Band D' charge for 2019/20 would be £49.47, an increase of 35.2% over 2018/19. This was due to the increase in budget to cover maintenance and replacement of the

Parish Council's extensive new play facilities. It was noted that this still compared very favourably with the national average 'Band D' charge of £64.05.

**009 Playing field registration**

It was noted that Thursfields Solicitors had been appointed to register the playing field.

**010 Playing field inspections**

It was confirmed that playing fields inspections were currently being undertaken by Councillors, but arrangements were being made to appoint an inspector for formal inspections in future.

**011 Correspondence**

(a) Correspondence had been received from a member of the public who had raised concerns regarding Wychbold School PTA's fireworks event. The Clerk had responded, and the concerns had been noted.

(b) An invite to Worcestershire County Council's Budget Engagement Meeting at 6:00PM on the 23<sup>rd</sup> January 2019 at County Hall was noted.

**012 Neighbourhood Development Plan**

It was noted that the Parish Council had previously resolved to pursue a Neighbourhood Development Plan, but this had been deferred due to low numbers on the Parish Council (at the time). It was **resolved** to restart the project and engage the public through the website and newsletter with a view to encouraging participation on a Steering Group.

**013 18/02398/FUL: Land Rear of Sunnyhill House, Stoke Road, Wychbold. Full planning permission for 33 dwellings comprising 100% affordable housing, including public open space, landscaping, sustainable drainage and associated infrastructure.**

*Alyson Keane had declared a Disclosable Pecuniary Interest and so left the meeting at 20:10PM whilst this item was discussed. It was noted that Sue Howarth and Guy Dow were nearby allotment holders but it was considered that this did not constitute a conflict of interest.*

*Doug Webb was unanimously elected as interim Chair.*

It was resolved to object to this application, citing the following concerns:

- There is a high percentage of affordable housing in the village and the area is saturated, any further housing of this type is wholly unnecessary and would not meet the needs of the community.
- The parish has already exceeded its quota for new housing development and further development of this magnitude cannot be justified. There are already additional large housing developments proceeding in nearby Stoke Prior.
- The proposed greenfield site falls outside of the identified settlement boundary and so would not be sympathetic to the current built form. There is significant concern that this development will give justification to other, potentially larger, developments in the future.
- There is concern at the large quantity of additional vehicle movements that would be generated by these proposals. The site is accessed by a number of local roads that already suffer from congestion and road safety issues and therefore additional vehicle movements will only exacerbate these issues.

- The Parish Council note the considerable loss of amenity that would be experienced by adjacent residents as the proposed development is not sympathetic in scale or design to nearby properties.

A number of local residents attended the Parish Council meeting and voiced concerns over the proposals. Given the strength of local feeling, the Parish Council would ask that Wychavon District Council put the matter before their Planning Committee, if successful, this would afford both the public and Parish Council an additional opportunity to make representations to Wychavon District Council.

**014 Leaf blower**

It was **resolved** to allow up to £300.00 for the purchase of a leaf blower for use by the handyman. This would be purchased over the summer period.

**015 CCTV**

(a) The need for additional CCTV equipment was considered. It was **resolved** to pursue a quote for additional CCTV equipment for the village hall and allotments, to be considered further at the next meeting.

(b) It was **resolved** to review the Parish Council's CCTV policy with a view to better integrating it with the Village Hall Committee's CCTV policy.

**016 Tree Management Policy**

It was **resolved** to pursue a Tree Management Policy and inspection regime for the playing fields.

**017 Communication**

It was **resolved** to publicise the intention to pursue a Neighbourhood Development Plan on the Parish Council's website and in a future newsletter.

**018 Allotments Working Group**

An update was received from the working group. New notices had been installed on site and the contracts had been revised in preparation for 1<sup>st</sup> April 2019.

**019 Staffing Committee**

It was **resolved** to utilise NALC's model Contract of Employment, suitably amended for Dodderhill Parish Council.

Councillors used a scoring matrix to shortlist applicants for interview, currently scheduled for Friday 11<sup>th</sup> January 2019. It was noted that there had been an excellent response to the vacancy advert and four candidates would be approached for interview.

**020 Playing Field Improvements**

No update was available.

**021 Playing Field Committee**

It was **resolved** to defer the formation of a committee until a future meeting.

## 022 Finance

- (a) Clerk's salary and expenses - £1431.68
- (b) HM Revenue and Customs (PAYE) - £364.11
- (c) Worcestershire County Council Pension Fund - £551.83
- (d) David Miles (Lengthsman) - £180.00
- (e) Maureen Addy (handyman) - £85.00

It was **resolved** to settle the above invoices.

- (f) Sutcliffe Play (South West) Limited (MUGA) - £126,967.20

It was **resolved** to ask for a new invoice that did not include any surfacing work (which had not been done to the satisfaction of the Parish Council). It was **resolved** to settle the new invoice as soon as it was received.

- (g) Wychbold Village Hall (Jan-Oct hall hire) - £1240.00
- (h) Wychbold Village Hall (Nov-Dec room hire) - £180.00
- (i) Wychbold Village Hall (Jan-Mar room hire) - £330.00

It was **resolved** to settle the above invoices with the following caveats/notes:

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.

- (j) Zurich Municipal (VAT overpayment refund) - £803.33
- (k) Sue Howarth (mileage expenses) - £13.95
- (l) Alyson Keane (expenses) - £16.99
- (m) Parish Activities (Christmas tree event) - £25.00
- (n) Reddi Pest Ltd (pest control) - £85.00
- (o) Clive Nickless (village hall roof repairs) - £125.00
- (p) Worcestershire CALC (training) - £20.00

It was **resolved** to settle the above invoices.

- (q) BT Business (broadband and phone) – to note DD payment of £196.68 dated 28/12/18  
The above direct debit payment was noted.

(r) It was **resolved** to approve the budget expenditure and that the Chairman signs the budget monitoring report.

(s) It was **resolved** to approve the bank reconciliation and that the Chairman signs the bank reconciliation report.

**023 Councillors' reports and updates**

It was noted that Community Legacy Grant Funding had not been pursued further as the required documentation could not be obtained in time to meet the tight submission deadline.

**024 Items for next Agenda**

The following items were agreed for the next agenda:

- Dog fouling bins / signs – update
- Playing field registration – update
- Playing field inspections – update
- Neighbourhood Development Plan Steering Group formation
- CCTV Policy review
- Tree Management Policy and inspection regime
- Highway maintenance issues, School Road
- Youth Council

**025 Date of next meeting**

The next scheduled meeting is planned for 7:30PM on Monday 4<sup>th</sup> February 2019.

**026 Exclusion of Press and Public**

A resolution was passed to exclude members of the public due to the confidential nature of the following items.

**027 Legal**

It was resolved that there was no need to appoint a solicitor at this time.

*The meeting closed at 22:07PM.*

**Signed as a true record:**

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**Cllr Alyson Keane – Chairman**  
**4<sup>th</sup> February 2019**

Produced by

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