



# Dodderhill Parish Council

Councillors are summoned to a Meeting of the Parish Council at  
**7:00PM on Monday 3rd June 2019**  
at Wychbold Village Hall, School Road, Wychbold, WR9 7PU

Press and public are cordially invited to attend

## AGENDA

- 1. Apologies for absence**  
To receive apologies and to approve reasons for absence.
- 2. 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.
- 3. Dispensations**  
To consider any requests to the Clerk for dispensations from Members who have declared an interest but wish to stay in the meeting during that time to aid discussion/speak/vote.
- 4. Open session**  
*The meeting will be adjourned for the open session.*
  - (a) District Councillor: To receive a report.
  - (b) County Councillor: To receive a report.
  - (c) Police: To receive a report.
  - (d) 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.

## ITEMS REQUIRING A DECISION

- 5. Minutes (\*)**  
To resolve to accept the minutes from the Parish Council meeting on the 15<sup>th</sup> April 2019 as true record of the proceedings.
- 6. Policy Review Schedule (\*)**  
To adopt the Policy Review Schedule as drafted by the Clerk.
- 7. Dog Fouling Signs and Posts**  
To consider the cost of installing four dog fouling signs De Wych Road, Pigeon House Close and Squashberries Close as agreed in principle at the previous meeting (Minute 094 refers).
- 8 Office 365 Migration**  
To consider setting up an Office 365 solution for the parish council in order to comply fully with GDPR, the cost of which would be around £500 per annum based on the current number of Councillors.

## 9. Finance (\*)

To consider and agree the payment of the following:

(a) Blackpole Recycling ( <i>already paid</i> )	£216.00
(b) Droitwich Funeral Services ( <i>already paid</i> )	£25.00
(c) Clerk's Salary and Expenses 06/05 – 05/06	£1064.51
(d) HM Revenue and Customs (PAYE)	£80.82
(e) Worcestershire County Council Pension Fund	£342.72
(f) Clare Shinner (Notetaker)	£67.50
(g) Wychbold Village Hall (hall hire for YMCA)	£30.00
(h) Cllr Alyson Keane (Expenses)	£29.99
(i) David Miles Lengthsman May 2019	£180.00
(j) Mr B Addy Handyman plus expenses	£98.00
(k) Broad Street DIY combination lock for playing field	£9.98
(l) Handyprint - newsletter printing	£80.00
(m) To consider and agree to apply the 2019/20 pay award as recommended by the National Joint Council (NALC/SLCC) with effect from April 2019	
(n) To consider and approve the monthly budget monitoring report	
(o) To consider and approve the monthly bank reconciliation report	

## 10. Annual Governance and Accountability Return (AGAR) 2018/19: Annual Governance Statement (\*)

To consider and approve the 2018/19 Annual Governance Statement which is Section 1 on the AGAR and agree that the Chairman and Clerk sign the document and forward this to the external auditor in line with the Accounts and Audit Regulations 2015.

## 11. Annual Governance and Accountability Return (AGAR) 2018/19: Accounting Statements (\*)

To consider and approve the 2018/19 Accounting Statements which is Section 2 on the AGAR and agree that the Chairman and RFO sign the document and forward this to the external auditor in line with the Accounts and Audit Regulations 2015.

## 12. Planning Applications

- (a) **19/01009/HP** (Associated Ref:19/01000/LB) - Tomlins, Dodderhill Common, Hanbury - Replacement of domestic stable building with gym and stores (previously approved 18/01517/HP) amended to include basement.
- (b) **19/00829/FUL** - Swan Garage, Worcester Road, Upton Warren - Application for Full Planning Permission for demolition of existing buildings on site (including sales building, former car wash building, carwash and cafe) alterations to the forecourt and canopy, erection of replacement sales building and replacement coffee shop (use class A1/A3) including drive thru facility with associated jet washes, car parking, cycle parking, landscaping and associated works.

## 13. Police and Crime Commissioner Annual Survey (\*)

To decide whether to take part in the Police and Crime Commissioner's annual survey on local policing.

## 14. Grounds Maintenance Contract

To agree to engage an alternative supplier to provide grounds maintenance services in the parish following the withdrawal of the original contractor.

## ITEMS/UPDATES FOR INFORMATION AND DISCUSSION

### 15. Legacy Fund Application

To receive an update on progress with the Legacy Fund application to Wychavon DC and discuss required actions.

### 16. Village of Culture

To receive an update and discuss required actions.

### 17. Wychbold Village Hall (\*)

To receive an update from the Village Hall Committee.

### 18. Allotments Working Group (\*)

To receive an update from the working group and to consider recommendations/requests.

### 19. Neighbourhood Plan

To receive an update on the Neighbourhood Development Plan.

### 20. Communication

To discuss the Council's communication methods and general communications strategy.

### 21. 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.

*(\*) Denotes that this item has an associated written report which may be attached with this Agenda, sent separately or made available at the meeting.*

Issued: 29<sup>th</sup> May 2019

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Nick Farress  
Clerk and RFO (Proper Officer of the Council)  
07858 827254  
dodderhillpc@gmail.com

