



Dodderhill Parish Council

Councillors are summoned to the Annual Meeting of the Parish Council at
7:00PM on Tuesday 7th May 2019
at Wychbold Village Hall, School Road, Wychbold, WR9 7PU

Press and public are cordially invited to attend

AGENDA

1. Election of Chairman

To elect a Chairman for the 2019/20 municipal year.

The newly elected Chairman will now preside over the remainder of the business on the Agenda.

2. Election of Vice-Chairman

To elect a Vice-Chairman for the 2019/20 municipal year.

3. Apologies for absence

To receive apologies and to approve reasons for absence.

4. 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.

5. 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.

6. 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.

(e) Thank you to retiring Councillors Sean Mulvey, Dale Mason, Mike Jones and Hugh Hamilton.

ITEMS REQUIRING A DECISION

7. Minutes (*)

To resolve to accept the minutes from the Parish Council meeting on the 1st April 2019 as true record of the proceedings.

8. Wychbold Junior's Football Club – Pitch Hire Agreement (*)

To consider and agree a new pitch hire agreement with Wychbold Junior's Football Club for the 2019/20 season.

9. Village Fete

To agree to financially support and insure (and therefore be responsible for) the 2019 community and church fete to be held at the Village Hall and recreation ground up to the sum of £300. The date of the fete is Saturday 17th July 2019.

10. Lamppost Number 8 Replacement

To consider advice provided by WCC that lamp column 8 on Chequer's Lane needs to be replaced with a new galvanised steel column with an LED lantern at a cost of around £1250 which will need to be taken from reserves.

11. Dog Fouling Signs and Poles

To consider the provision of new dog fouling signs and the poles to affix the signs to – Cllr Webb to report.

12. Review of Policy Documents and Schedules (*)

To review and/or adopt the following Council policies and schedules:

- (a) Balances and Reserves Policy
- (b) CCTV Policy
- (c) Code of Conduct
- (d) Equal Opportunities Policy
- (e) Financial Regulations
- (f) Financial Risk Assessment (Adopt)
- (g) GDPR Data Privacy Policy
- (h) GDPR Data Protection Policy
- (i) GDPR Data Security Incident Procedure
- (j) GDPR Subject Access
- (k) Retention Policy
- (l) Social Media Policy
- (m) Standing Orders (NALC's revised model)
- (n) Tree Management
- (o) Inventory of Assets
- (p) Risk Schedule

13. Insurance Policy Renewal (*)

To consider and agree to the annual renewal of the Council's insurance policy as per the Schedule of Insurance presented by the Clerk and relevant renewal quotations.

14. Leaf Blower

To agree to purchase a DeWalt cordless leaf blower for £209.99 (inc VAT) and spare battery for £89.99 (inc VAT) (Minute 014 of 4th January 2019 refers).

15. Finance (*)

To consider and agree the payment of the following:

- | | |
|--|-------------|
| (a) David Miles Lengthsman | £180.00 |
| (b) Mr B Addy Handyman work and leaf blower purchase | £384.98 |
| (c) Clerk's Salary and Expenses 06/04 to 05/05 | £1082.99 |
| (d) HM Revenue and Customs (PAYE) | £80.82 |
| (e) Worcestershire County Council Pension Fund | £342.72 |
| (f) Sutcliffe Play South West Ltd (MUGA) | £27,774.00 |
| (g) Wychbold Village Hall Easter Event Room Hire | £520.00 |
| (h) Wychbold Village Hall Room Hire May - December | £192.00 |
| (i) YMCA Worcestershire Youth Club | £660.00 |
| (j) Blackpole Recycling - skip for removal of old play area surface | £216.00 |
| (k) Mr M Jones Expenses (noticeboard key, printing and mileage) | £38.48 |
| (l) Worcestershire CALC Annual Subscription | £1088.24 |
| (m) Shaw & Sons Ltd (Minute Binder) | £163.19 |
| (n) Broad Street DIY (fencing materials and key cutting) | £126.37 |
| (o) Iain Selkirk – Internal Auditor | £190.00 |
| (p) Clive Nickless (Water Tap) | £150.00 |
| (q) Room Hire, Stoke Prior Village Hall | £14.00 |
| (r) AquaCert Ltd – Village Hall Water Testing | £106.80 |
| (s) Insurance Renewal | See Item 13 |
| (t) To consider and approve the monthly budget monitoring report | |
| (u) To consider and approve the monthly bank reconciliation report | |
| (v) To agree to the addition of all Councillors as signatories to the bank account | |
| (w) To note the Internal Auditor's report and recommendations | |

16. Planning Applications

(a) **18/02579/FUL** - Liberty Leisure Centre, Saxon Way, Wychbold.
Construction of new tennis court with fencing.

(b) **19/00492/FUL** - 2 Shaw Lane, Stoke Prior. New dwelling to the side of existing end-of-terrace house.

(c) **19/00736/HP** - 22 Amphlett Way, Wychbold. Garage conversion with annexe and detached wooden garage.

17. Parish Council Newsletter (*)

To agree the format and content of the next edition of the Parish Council's newsletter – draft produced by Cllr Howarth.

18. Grounds Maintenance Contract (*)

To consider and appoint a suitable contractor for the delivery of grounds maintenance services at the Recreation Ground for 2019/20.

ITEMS/UPDATES FOR INFORMATION AND DISCUSSION

19. Parish Council "Surgery" and Pop-Up Café - Review

To review the above event held between 14th April to the 28th April (Minute 074 of 1st April 2019 refers).

20. Wychbold Village Hall (*)

To receive an update from the Village Hall Committee.

21. Allotments Working Group

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

22. Neighbourhood Plan

To receive an update on the Neighbourhood Development Plan.

23. Communication

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

24. The Great British Spring Clean – 13/14th April 2019, Keep Britain Tidy

To review the above event.

25. 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: 1st May 2019

Nick Farress

Clerk and RFO (Proper Officer of the Council)

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