



Dodderhill Parish Council

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

Minutes

Present: Councillors Alyson Keane (Chairman), Doug Webb, Jackie Walton, Maureen Addy, Sue Howarth, Guy Dow.

In attendance: District Councillor Laurence Smith, Nick Farress (Clerk), members of the public.

085 Election of Chairman

Following a proposal from Cllr Doug Webb, seconded by Cllr Maureen Addy, it was **resolved** that Cllr Alyson Keane be elected as Chairman of the Council for the 2019/20 municipal year.

086 Election of Vice Chairman

Following a proposal from Cllr Jackie Walton, seconded by Cllr Maureen Addy, it was **resolved** that Cllr Doug Webb be elected as Vice Chairman of the Council for the 2019/20 municipal year.

087 Apologies for absence

Apologies were received from County Councillor Peter Tomlinson.

088 Declarations of interest

Cllr Sue Howarth declared a Disclosable Pecuniary Interest in Agenda Item 21 (Minute 104) as an allotment tenant.

Cllr Guy Dow declared a Disclosable Pecuniary Interest in Agenda item 21 (Minute 104) as an allotment tenant.

Cllr Maureen Addy declared a Disclosable Pecuniary Interest in Agenda item 15(b) (Minute 098(b)) as her husband is the Council's Handyman.

District Councillor Laurence Smith advised that he and his family are members of Liberty Leisure in relation to item 16(a) (Minute 099(a)).

089 Dispensations

None

Open session

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

Thank You

Retiring Councillors Mike Jones and Hugh Hamilton were thanked for their dedication to Dodderhill parish during their time as parish and district councillors respectively. They were both presented with

a card and a gift as a thank you. Dale Mason and Sean Mulvey did not put themselves forward for re-election due to work commitments and were also thanked for their input to the Parish Council.

District Councillor

Cllr Laurence Smith was welcomed to the meeting who was elected unopposed and succeeds Hugh Hamilton in the role. Cllr Smith stated that he is local to Wychbold and understands the concerns of the community over the location of new housing developments and would be very happy to support the concept of a Neighbourhood Plan for the parish.

Police

There was no police representative present.

Public participation

Members of the public raised the following issues:

- Unresolved fly tipping of yellow builders' bag on Crown Lane.
- Enforcement of parking on pavements.

090 Minutes

It was **resolved** that the minutes of the Parish Council Meeting held on 1st April 2019 are agreed as a true record of the proceedings and signed by the Chairman.

091 Wychbold Junior's Football Club – Pitch Hire Agreement

A new pitch hire agreement for the 2019/20 season was tabled and discussed and the following was **resolved**:

(a) That the Parish Council agree to hire out two pitches to Wychbold Juniors Football Club (WFC) (one 7 a-side and one 5 a-side) on the current site, one pitch being on the main recreation ground and the smaller pitch being beside the MUGA. WFC will have use of the pitches on every Saturday morning (8am to 12pm) during the dates specified. This is for the 2019/20 season ONLY;

(b) That the charge for this hire for the season 2019/20 be £600 to run from 1st September 2019 to the 30th June 2020 and a Pitch Hire Agreement be drawn up by the Clerk and signed by both parties;

(c) That WFC be provided with a car park barrier key, a key to the green gates and key to the boiler room storage cupboard for their sole use and will also be provided with storage facilities at the Village Hall;

(d) That the Parish Council provide routine pitch maintenance as per its routine maintenance regime and that any additional cuts to be paid for by WFC;

(e) That WFC line out the pitches and provide their own equipment;

(f) The Parish Council agree to the use of the recreation ground for a BBQ and trophy presentation event on the 22nd June 2019.

Thanks were extended to Wayne Smith, Jason Danks, Paul Brogan, Cllr Webb, Cllr Keane and the parish clerk for their assistance with drawing up the Agreement which was approached with a positive spirit of collaboration by both parties.

092 Village Fete

It was **resolved** 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 13th July 2019 and it was to be requested that the programme credits the Parish Council for its contribution.

093 Lamppost Number 8 Replacement

It was **resolved** to act on 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. The lamp should not cause any unnecessary light pollution for residents and the Clerk will enquire as to the type of lamp that will be installed prior to placing the order.

094 Dog Fouling Signs and Poles

Cllr Webb reported that the new dog fouling signs for De Wych Road, Pigeon House Close and Squashberries Close required stand-alone poles but Wychavon DC do not supply these. It was **resolved** to obtain quotations from suitable suppliers for 4 poles and defer to the next meeting.

095 Review of Policy Documents and Schedules

It was **resolved** to adopt the following Council policies and schedules with no amendments:

- (a) Balances and Reserves Policy
- (b) CCTV Policy
- (c) Code of Conduct
- (d) Equal Opportunities Policy
- (e) Financial Regulations
- (f) Financial Risk Assessment (Adopt) (Signed by Chairman)
- (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 (Signed by Chairman)
- (p) Risk Schedule (Signed by Chairman)

It was further **resolved** to ask the Clerk to draw up a schedule of policy review so that all policies are not being reviewed at the same meeting, save for the statutory assessment of risk which must be reviewed at the Annual Council Meeting.

096 Insurance Policy Renewal

The Clerk presented two quotations for the Council's annual insurance renewal, one from Zurich for £3109.30 and one from AXA Inspire via Came and Company Insurance Brokers for £2818.86. It was **resolved** to take out the policy with AXA Inspire via Came and Company for an annual premium of £2818.86.

097 Leaf Blower

It was **resolved** 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).

098 Finance

The following payments were considered:

(a) David Miles Lengthsman (Mar & Apr)	£360.00
(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	£12.00
(r) AquaCert Ltd – Village Hall Water Testing	£106.80
(s) Insurance Renewal	£2818.86

It was **resolved** to settle the above invoices and cheques were signed at the end of the meeting;

(t) It was **resolved** to approve the monthly budget monitoring report, and this was signed by the Chairman;

(u) It was **resolved** to approve the monthly bank reconciliation report, and this was signed by the Chairman;

(v) It was **resolved** to add of all Councillors as signatories to the bank account;

(w) The Internal Auditor's report was noted with no areas of concern identified.

In relation to the Lengthsman, it was agreed that Councillors would scrutinise the two most recent worksheets and inspect the areas of work to ensure the work is being carried out to an acceptable standard.

099 Planning Applications

The following applications lodged with Wychavon DC were considered:

(a) **18/02579/FUL** - Liberty Leisure Centre, Saxon Way, Wychbold. Construction of new tennis court with fencing. It was **resolved to object** to this application for the following reasons:

1. The proposed Court is on the site of an infill from when the Leisure Club was constructed. It is not clear whether this has been taken into consideration. 2. The proposed Court is on green open space, again this was part of the original plan for the Leisure Club and should be retained as such. 3. The Council also feel that the court is not necessary as the parish has a new Court in the recreation ground which is free to use.

(b) **19/00492/FUL** - 2 Shaw Lane, Stoke Prior. New dwelling to the side of existing end-of-terrace house. It was **resolved** to raise **no objection**.

(c) **19/00736/HP** - 22 Amphlett Way, Wychbold. Garage conversion with annexe and detached wooden garage. It was **resolved** to raise **no objection**.

100 Parish Council Newsletter

It was **resolved** to approve the draft of the next edition of the Parish Council's newsletter produced by Cllr Howarth. The Clerk would send this to the printers following the Annual Parish Meeting on the 14th May in case anything needs to be added from that meeting.

101 Grounds Maintenance Contract

Following site visits and quotations by three suitable contractors, it was **resolved** to continue to engage Stoulton Ground Care Ltd of Bromsgrove as the Council's grounds maintenance contractor for the 2019/20 season. It was further **resolved** that a pollinator policy be drawn up ready for next year's contract renewal and included in the specification. District Cllr Smith offered to assist with this.

102 Parish Council "Surgery" and Pop-up Café Event Review

Cllr Keane reported that the café had made £150 which would be used to offset the cost of the room hire. Thanks were extended to Cllr Addy and her husband Bob Addy for being in attendance on each day and running the pop up café. The posters that were displayed would be posted on the website and would also be available at the Annual Parish Meeting on the 14th May. Concerns were raised over the standard of cleaning of the Hall after each day, including dirty cups left in cupboards which needed to be cleaned before use. This would be communicated to the Village Hall Committee with the payment for the room hire. The Clerk would also send a thank you note to McDonalds and Starbucks who donated paper cups for the café.

103 Wychbold Village Hall

There was no update available from the Village Hall Committee as they had not met since the last meeting. It was noted that the Clerk had been attempting to arrange a meeting with the Village Hall Committee since January 2019 and a further meeting to discuss the draft Management Agreement since the 1st April 2019, but no dates had been made available by the VHC. It was agreed that a meeting must take place before the 30th May 2019 or further action may be considered by the Council as the owners of the Hall, particularly as the Council are insuring the building.

104 Allotments Working Group

There was no update available as it was early in the season. Cllrs Dow and Dr Howarth will attempt to chase those tenants with outstanding rents.

105 Neighbourhood Plan

The Clerk reported that Dodderhill Parish has been formally designated as a Neighbourhood Plan Area by Wychavon DC as the Local Planning Authority. The Clerk confirmed that he had had no further interest in joining the Steering Group despite monthly entries in the Link magazine and website/social media updates. It was suggested that the current Steering Group members had a presence at the Fete in July to try and recruit new members to the Group and provide information about Neighbourhood Planning. A piece would be written by the Group for entry into the next Council newsletter and forwarded to Cllr Howarth.

106 Great British Spring Clean Litter Pick Event - Review

It was generally agreed that the event had been a success and thanks go to Mike Jones for organising the event, and to McDonalds for supplying equipment and refreshments. It was agreed that the Council should look to organise a similar event next year.

107 Councillors Reports and Items for the Next Agenda

It was agreed to add the following items to the next Agenda:

- Village of Culture projects
- Legacy Fund Application
- Adopt a Telephone Box scheme

The meeting closed at 21:05

Signed as a true record:

Chairman

3rd June 2019

Produced by



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Clerk and RFO

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