



# Dodderhill Parish Council

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

## Minutes

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

**In attendance:** Nick Farress (Clerk), members of the public.

### 108 Apologies for absence

Apologies were received from Councillor Jackie Walton, County Councillor Peter Tomlinson and District Councillor Laurence Smith.

### 109 Declarations of interest

Cllr Sue Howarth declared a Disclosable Pecuniary Interest in Agenda Item 18 (Minute 124) as an allotment tenant.

Cllr Guy Dow declared a Disclosable Pecuniary Interest in Agenda Item 18 (Minute 124) as an allotment tenant.

Cllr Maureen Addy declared a Disclosable Pecuniary Interest in Agenda item 9(j) (Minute 115(j)) as her husband is the Council's Handyman.

### 110 Dispensations

None

### Open session

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

#### County Councillor

Cllr Peter Tomlinson sent a report outlining his first month as Chairman of the County Council which is available on the Parish Council website. Cllr Tomlinson also wished to record his personal apology to Mr Peter Evans in relation to an accusation that he was a signatory to a complaint to the Monitoring Officer about the Parish Council Chairman. This was not the case and it has been confirmed that Mr Evans had no knowledge of the said complaints.

#### District Councillor

Cllr Laurence Smith sent a report with the following updates:

- Liberty Leisure planning enforcement issues and planning application for a tennis court;
- Planning application at the Swan Garage, Upton Warren;
- Wychavon DC Pollinator Strategy is being drawn up and will be shared with the Parish Council.

## Police

There was no police representative present and no report. The Chairman advised that due to some good CCTV footage, the Council are hopeful that there will be some action in relation to the recent incident of arson in the play area.

## Chairman's Statement

The Chairman made the following statements before the meeting was opened for public questions:

The Code of Conduct complaint in respect of planning against the Dodderhill Parish Council Chairman has now been concluded by the District Monitoring Officer. The outcome determined that there was no breach of the Members Code of Conduct. Dodderhill Parish Council now consider this to be a private matter and no more Parish Council time will be given to this.

The Code of Conduct complaint in relation to the Wychbold Village Hall against the Dodderhill Parish Council Chairman has now been concluded by the District Monitoring Officer. The outcome determined that there was no breach of the Members Code of Conduct. It is important now that the Parish Council, Village Hall Committee and wider community work together to secure the funding to ensure our village hall has a sustainable future and meets the needs of all aspects of the community. The Parish Council would formally invite Wychbold Sports and Social club and Liberty Leisure to join with us and help the Village Hall Committee and Dodderhill Parish Council to provide a complementary service to the community.

The Parish Council accept that sometimes residents wish to raise points with the Council and welcome communication through the public forum at meetings, community workshops and in writing. Please make sure any dialogue, in any format, is not rude or offensive. The parish clerk works hard for this community and does not deserve to receive rude or offensive communication.

## Public participation

Members of the public raised the following issues:

- Parking on pavements. This has already been raised several times and it was clarified that the Parish Council do not have any powers to enforce parking restrictions or highway obstructions. Residents are encouraged to contact the responsible authorities directly, i.e. the police and Wychavon DC.
- Complaints raised about the Parish Council Chairman are now resolved (see above statements).
- A38 crossroads with Chequers Lane and Crown Lane. The Council share community concerns about road safety in Wychbold and will be contacting the Police and Crime Commissioner for advice and potential funding opportunities for new initiatives.

## **111 Minutes**

Cllr Howarth recalled that District Cllr Laurence Smith was following up on outstanding planning enforcement issues on the Liberty Leisure site and wished this to be recorded in the Minutes.

It was **resolved** that the minutes of the Parish Council Meeting held on 7<sup>th</sup> May 2019, with the above addition, are agreed as a true record of the proceedings and signed by the Chairman.

**112 Policy Review Schedule**

It was **resolved** to adopt the Policy Review Schedule as drafted by the Clerk.

**113 Dog Fouling Signs and Posts**

The quotation received for the supply and installation of the signs for De Wych Road, Pigeon House Close and Squashberries Close was deemed excessive. It was therefore agreed that alternative quotes be obtained and discussed again at the next meeting.

**114 Office 365 Migration**

It was **resolved** to set 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.

**115 Finance**

It was **resolved** to settle the invoices listed below:

(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	£8.98
(l) Handyprint - newsletter printing	£80.00

(m) It was **resolved** to apply the 2019/20 pay award as recommended by the National Joint Council (NALC/SLCC) with effect from April 2019.

(n) It was **resolved** to approve the monthly budget monitoring report. The Clerk was asked to provide additional information on future reports to detail upcoming payments and commitments.

(o) It was **resolved** approve the monthly bank reconciliation report.

**116 Annual Governance and Accountability Return (AGAR) 2018/19:  
Annual Governance Statement**

It was **resolved** to 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.

**117 Annual Governance and Accountability Return (AGAR) 2018/19:  
Accounting Statements**

It was **resolved** to 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.

## **118 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.

It was **resolved** to raise **no objection**.

(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.

It was **resolved** to **object** to this application on the basis that it would encourage more traffic through the village and therefore increase vehicle emissions in the Air Quality Management Area through Wychbold and have an adverse impact on the neighbouring nature reserve.

## **119 Police and Crime Commissioner Annual Survey**

It was agreed that Councillors will submit any comments to the Clerk in order to put together a Council response to the Police and Crime Commissioner's annual survey on local policing.

## **120 Grounds Maintenance Contract**

It was **resolved** to engage Smart Cut Ltd to provide grounds maintenance services in the parish. It was also noted that the first cut of the season needed to be a "double cut" and that this had been authorised as an "emergency" by the Chairman and the Clerk as per the Financial Regulations. It was agreed that a map should be produced of all grass cutting by the various agencies for publication online so that residents know who to contact in the case of any issues.

## **121 Legacy Fund Application**

The current round of community engagement workshops was ongoing, but sadly were not well attended. The Clerk would approach the administrator of Wychbold Network Facebook page to ask them to publicise the next two workshops. It was suggested that members of the Village Hall Committee are invited to join the Parish Council in order to facilitate a more efficient means of communication, and to improve the relationship between the two parties.

## **122 Village of Culture**

The format of the local history project was discussed which needs to involve the BBC broadcasting masts. It was suggested that the local school could be approached as well as local historians and the Droitwich Museum. This item would be placed on the July agenda.

## **123 Wychbold Village Hall**

There was no update from the Village Hall Committee. However, the recent Fire Risk Report was shared and discussed. Councillors were very concerned that the report highlighted some serious shortcomings in health and safety procedures and general maintenance. The Clerk was asked to respond to the Village Hall Committee expressing these concerns and to assert that all the required actions listed in the report were the responsibility of the Village Hall charity as they related to the inside of the building. However, it was agreed that both parties do need to work together to ensure that the Hall can benefit from some much needed investment through the Legacy Fund.

## 124 Allotments Working Group

The Allotments Working Group raised the following points at their most recent meeting:

- Grass cutting. The first cut has now been completed and the cuts are carried out every 3 weeks during the season which is between April and October.
- Advertising vacant allotments at the church fete. The Group would ask if a table could be provided free of charge, and if not, the cost of this will be further discussed by the Parish Council at its meeting in July.
- Reduced fees for overgrown plots. It was agreed that the Parish Clerk and the Working Group be given delegated permission to alter the rent payable on overgrown plots on a case by case basis.
- Car parking barrier arrangements. It was clarified that the car parking barrier is now opened in the morning by 9.30am and closed at 8.00pm during the summer and at dusk in the autumn/winter.
- Compost toilets. The cost of installing toilets at the allotments was currently prohibitive but this would be kept in mind for any future improvements to the site.

## 125 Neighbourhood Plan

There was no update available and the Clerk advised that no new volunteers had come forward for the Steering Group.

## 126 Communication

The recent newsletter had been published and distributed around the parish, as well as being made available on the Council's website. Thanks were extended to Cllr Howarth for putting this together.

## 127 Councillors' reports and items for the next agenda

There were no reports or specific items for the next Agenda.

*The meeting closed at 21:35*

**Signed as a true record:**

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**Chairman**  
**1<sup>st</sup> July 2019**

Produced by

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