



Dodderhill Parish Council

Meeting of the Parish Council held at 7:00PM on Monday 5th August 2019
at Wychbold Village Hall, School Road, Wychbold, WR9 7PU

Minutes

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

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

147 Apologies for absence

Apologies were received from County Councillor Peter Tomlinson.

148 Declarations of interest

Cllr Sue Howarth declared a Disclosable Pecuniary Interest in Agenda Item 15 (Minute 160) as an allotment tenant.

Cllr Maureen Addy declared a Disclosable Pecuniary Interest in Agenda item 9(e) (Minute 154(e)) as her husband is the Council's Handyman.

Cllr Doug Webb declared an Other Disclosable Interest in Agenda item 8 (Minute 153) as he is a member of the Elmbridge Gardens Trust.

149 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 written report which was available on the Parish Council website.

District Councillor

Cllr Laurence Smith provided an update which included the following items:

- Error in the parish boundary will be corrected in April 2020 when the new Tax Base is calculated.
- The Wychavon Magazine is now packaged in compostable material, but this packaging is not currently recyclable.
- Litter in Church Lane could be dealt with via the District Council's "Just Bin It" campaign.
- Dialogue is ongoing with Fortis Living in relation to the bench at the bus stop and cigarette disposal units outside the flats.
- The Neighbourhood Development Plan stall at the fete received some good feedback from residents.

- Swan Garage redevelopment – there will be no access for HGV's once the site is redeveloped and the land at the rear is set to be “left to nature”.

Police

No report was provided despite assurances from the SNT that a report would be available for this meeting. The Clerk would follow this up. However, a new quarterly newsletter had been circulated and was available on the DPC website.

Public participation

Members of the public raised the following issues:

- A proposed bike track event on DPC land was discussed. It was pointed out that this is not a DPC supported event and any liability for loss or injury of any party taking part would be the responsibility of the “organiser”. The provision of a permanent facility would be supported by the Parish Council subject to finding a suitable location and securing the necessary funding.
- The possibility of setting up a Youth Council was discussed and would be supported in principal by the Parish Council.
- Chequers Lane planning application for 33 affordable homes and any negotiations DPC had or is having with the landowner/developer, including the removal of Council owned hedgerows. It was clarified that the Council have not received any formal approaches by the developer and that it has no knowledge of any hedge removal. Cllr Smith also stated that he knew nothing of any plans to remove hedgerows.
- Health and safety considerations of having a pedestrian pathway around the football pitch and potential conflicts between players and the public. A 2m buffer zone is already built in to the plans for the pathway as advised by the Wychbold Football Club/WFA.

150 Minutes

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

151 Policy Review Schedule – CCTV Policy

The CCTV policy was reviewed and the following amendments were agreed:

- (a) Section 1.8 – it was agreed that the Clerk re-word this section which relates to turning off the CCTV as a safeguarding option to adults who are supervising children. The paragraph is too vague and requires clarification together with an application form if anyone wishes to have the CCTV isolated setting out their justification.
- (b) Section 1.5 should be expanded to reflect when and who “monitors” the CCTV. The Clerk would re-word this paragraph.

The amendments would be presented to the next meeting of the Council for adoption.

152 CCTV Replacement Equipment

A quote from Access and Vision was presented for the upgrading of the CCTV cameras covering the new play area. The upgraded equipment was within the scope of the current contract with Access and Vision and therefore satisfied Financial Regulations. It was **resolved** to go ahead with this work up to a maximum of £1700 net of VAT.

153 Dog Fouling Signs and Posts

Cllr Webb is liaising with Mainstay to quote for the works.

154 Finance

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

(a) Clerk's Salary and Expenses 06/07 – 05/08	£1081.28
(b) HM Revenue and Customs (PAYE)	£89.79
(c) Worcestershire County Council Pension Fund	£354.26
(d) David Miles Lengthsman July 2019	£180.00

The Clerk would invite the Lengthsman to a meeting.

(e) Mr B Addy Handyman	£85.00
(f) SmartCut	£396.00
(g) Broad Street DIY	£24.26
(h) Worcestershire CALC	£30.00
(i) Wychavon DC (Election costs)	£50.00
(j) Wychavon DC (bin emptying)	£89.10
(k) John Finch Computers	£558.96
(l) Angela Kovacevic (Fete Expenses)	£73.86
(m) Access & Vision (CCTV footage download)	£144.00
(n) Cllr Sue Howarth (mileage to training events)	£39.60
(o) Barrie Beard Ltd	£216.00

(j) It was **resolved** to approve the monthly budget monitoring report.

(k) It was **resolved** to approve the monthly bank reconciliation report. The bank balance was noted as £87,225.53. The cheque to Sutcliffe Play had not yet been reissued as the company were due back on site in September to look at some snags. The Clerk reported that there were two cheques that were lost in the post from last month, one in favour of Worcestershire County Council Pension Fund and one in favour of Smartcut. These would be reissued once the original cheques had been cancelled at the bank which Cllr Keane would do in branch.

155 Planning Applications

The following planning application was considered:

19/01681/FUL - Priory Rest Home, Crutch Lane, Elmbridge - Proposed single storey extension.

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

156 Grounds Maintenance

- (a) The Parish Council met with the Wychbold Football Club and Smartcut on site to ensure that the football pitch would be ready for playing at the beginning of September. The Parish Council thanked Wayne Smith and Jason Danks for facilitating the return of a football team to the parish.
- (b) The state of the M5 roundabouts continues to be of concern but it is not within the power of the parish council to act.
- (c) Cllr Keane is currently compiling a map of grass cutting areas and which agency is responsible for which area. This will be made available on the DPC website.

157 Legacy Fund Application

Following the last meeting, the Clerk reported that the scheduled meeting of the VHC and DPC on the 8th July did not go ahead and the VHC had not provided any further meeting dates. The Clerk therefore sent out the documents required to be agreed by e-mail on the 14th

July and asked the VHC to respond by the 1st August 2019. No response was received, so it was agreed that the potential loss of this funding opportunity was not in the best interests of the parish.

It was therefore **resolved** to continue with the Legacy Fund expression of interest without the involvement of the Village Hall Committee.

It was further **resolved** to ask the Clerk to write to the VHC (by e-mail and recorded post) expressing the Council's regret that the VHC do not wish to enter into a partnership with DPC to apply to the Legacy Fund, and that the Council may now wish to review the overall management and operation of the Village Hall. This communication would include a final deadline of the 10th August for the VHC to express their willingness to participate in the 2019 application process and return the signed Memorandum of Understanding, Hall Management Agreement and Confidentiality Agreement.

158 Village of Culture

This work was ongoing with a deadline for completion of December 2019.

159 Wychbold Village Hall

There was no update from the Village Hall Committee.

160 Allotments Working Group

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

- (a) Strimming/tidying of vacant plots. The Clerk would write to Smartcut for a quote following a recent site meeting.
- (b) Cllr Howarth reported some petty thefts from the site.

161 Neighbourhood Plan

The Neighbourhood Plan group provided the following update:

An opportunity was taken to raise awareness of the neighbourhood development planning process, and current South Worcestershire Development Plan review, at the Church/Community Fete held on 13/7/19. Our new District Councillor, Laurence Smith, was in attendance and was able to address issues raised by residents. More will be done in the future to raise awareness and recruit additional volunteers, whilst work continues with the gathering of information such as the Dodderhill Parish Profile (which can be accessed via the link on DPC's website, under 'Planning/NDP').

Cllrs Howarth and Webb state that they would be happy to join the NDP group.

162 Correspondence

The following correspondence was received and considered:

- (a) A resident of Impney Green Droitwich pointed out that although this road is in Dodderhill Parish, he pays Council Tax to Droitwich Town Council. Cllr Smith had spoken with WDC about this and it is an error and would be corrected in April 2020.
- (b) A resident has raised the issue of activities/equipment for young people using the Recreation Ground, in particular a bike/skate area. This was discussed during the public section of the meeting and the resident was present.
- (c) A suggestion was made via the Council's social media channel to add extra seating in the play area for adults to sit and supervise their children. There are plans to add extra seating in due course.

163 Communication

- (a) Newsletter – it was **resolved** to continue to use a local printer, despite the costs being slightly higher than using an online printer.
- (b) Noticeboards – It was agreed to add the Council’s name onto each noticeboard and to add the location of each board on the website. It was clarified that Cllrs Keane and Webb had keys to the noticeboards, plus Bob Addy, the Handyman.
- (c) Facebook page – it was agreed that a reminder of a parish council meeting should be posted on the Facebook page around three days prior to the meeting.

164 Councillors’ reports and items for the next agenda

- (a) Cllr Addy reported that she had a quantity of lost property from the Recreation Ground at her house. It was agreed that if items are not claimed within one month, they should be disposed of.
- (b) Cllr Webb reported that there was several traffic surveys being conducted in the parish and that he was liaising with WCC Highways as to what information was being collated.
- (c) Cllr Howarth proposed that the parish council consider entering the NALC Local Council Award Scheme next year.
- (d) Cllr Howarth asked if a subscription to NALC’s LCR Magazine could be considered at the next meeting.
- (e) The length of public participation would be considered at the next meeting.
- (f) Cllr Howarth asked about how often the play equipment was or should be checked for safety. Cllr Keane advised that the equipment was still under warranty but the Council need to consider a policy and checklist for regular visual inspections of the equipment which could be carried out by a Councillor or by the Handyman. Annual inspections should be carried out by a qualified body, such as RoSPA.
- (g) Cllr Howarth asked whether it may be prudent to move the meeting to the main Hall as there was now a larger number of members of the public attending. The main Hall is booked on Monday evenings, but it may be possible to use the school as an alternative.

The meeting closed at 21:55

Signed as a true record:

Chairman

Date: _____

Produced by _____



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