



Dodderhill Parish Council

Meeting of the Parish Council held at **7:00PM on Monday 1st July 2019**
at Wychbold Village Hall, School Road, Wychbold, WR9 7PU

Minutes

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

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

128 Apologies for absence

Apologies were received from Councillor Alyson Keane, County Councillor Peter Tomlinson and District Councillor Laurence Smith.

129 Declarations of interest

Cllr Sue Howarth declared a Disclosable Pecuniary Interest in Agenda Item 16 (Minute 141) as an allotment tenant.

Cllr Guy Dow declared a Disclosable Pecuniary Interest in Agenda Item 16 (Minute 141) as an allotment tenant.

Cllr Maureen Addy declared a Disclosable Pecuniary Interest in Agenda item 9(e) (Minute 135(e)) as her husband is the Council's Handyman.

130 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 "Top 5" County Council report but this was not available for the meeting. Cllr Tomlinson had advised the Clerk that he would be happy to take any County issues via e-mail.

District Councillor

Cllr Laurence Smith sent a report which included the following updates:

1. Planning Committee 27th June: Both the applications W/18/02398/FUL & 18/02042/FUL were approved by the committee on the 27th June. The first being the development of 33 affordable homes at the rear of Sunnyhill house with Dodderhill Parish, the second being 4 standby gas generators situated on the green belt up the A38 in the neighbouring parish of Upton Warren. I raised a number of concerns about both applications and ultimately decided to speak in objection to both - this decision was in line with DPC's own decision to submit an objection to W/18/02398/FUL.
2. Neighbourhood Development Plan: I have met with the task group for the Dodderhill NDP. This was in a capacity of providing advice on outreach, highlighting the successful NDP produced by

Eckington and reiterating the availability of funding and assistance that is available upon the formation of a steering group.

3. Pollinator strategy: I have been in contact with Cllr Emma Stokes seeking guidance on WDC's pollinator strategy and have since requested the WDC strategy documentation from the relevant council officer. I will be sure to forward this documentation and/or any advice WDC can provide.

4. Cllr Smith is also speaking with Fortis about the issue of cigarette butts discarded by the kerb along DeWyche Road. This issue was raised by Parish councillors following the spring clean earlier this year.

Police

There was no police representative present and no report. The Clerk will follow up with the local policing team to ask for regular reports and whether there can be an attendance at Council meetings.

Public participation

Members of the public raised the following issues:

- The 10 minutes allocated for public engagement was not sufficient in the view of the residents present. This would be discussed by the Council at a future meeting.
- Chequers Lane planning application for 33 affordable homes and the Council Chairman's alleged involvement in the approval of this application. The Vice Chairman stated that the Chairman had been cleared of any wrongdoing by the WDC Monitoring Officer and this was now a private matter and not for the Parish Council to comment. The Vice Chairman also reminded residents that the NDP team are looking for volunteers to join the Steering Group. The NDP will be able to inform future development in the parish in line with the South Worcestershire Development Plan.
- Speeding on Stoke Road.
- Entry to the parish via the M5 Junction 5 and the poor state of the roundabouts which are the responsibility of Highways England. The local MP will be contacted in relation to the matter and the Clerk will also write to Highways England directly.
- Residents were invited to apply to become a parish councillor as there are several vacancies. Applications can be made in writing to the Clerk setting out why the individual would like to join the Council and any skills and experience they could bring to the role.

131 Minutes

It was **resolved** that the minutes of the Parish Council Meeting held on 3rd June 2019 are agreed as a true record of the proceedings and signed by the Chairman.

132 Policy Review Schedule – Document Retention Policy

The Document Retention Policy was reviewed, and it was agreed that the policy was adequate. The Clerk would go through the document as it was originally based on a standard NALC template and remove any irrelevant information.

133 New Policies

It was resolved to adopt the following policies:

(a) Grant Award Policy with the suggested amount set aside for grants each year being deferred and decided upon as part of the 2020/21 budget discussions;

- (b) Vexatious Requests and Complaints Policy;
- (c) Tenders and Quotes Policy;
- (d) Internal Financial Controls Statement.

134 Dog Fouling Signs and Posts

Cllr Webb had approached Mainstay for a quote to install the signs as the estimates received so far seem excessive. It was noted that the signs should be of a suitable design and carefully sited to ensure that any visual pollution is minimised.

135 Finance

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

(a) Clerk's Salary and Expenses 06/06 – 05/07	£1085.94
(b) HM Revenue and Customs (PAYE)	£107.73
(c) Worcestershire County Council Pension Fund	£377.34
(d) David Miles Lengthsman June 2019	£180.00

The Clerk would send around the latest worksheets so that an audit of works carried out can be conducted.

(e) Mr B Addy Handyman	£85.00
(f) Bromsgrove Printing (Summer Fete Programmes)	£156.50
(g) SmartCut	£396.00

Prior to this cheque being posted, the Clerk would raise that Smartcut's contractor had not cut up to the edges around the allotment area which had left it looking untidy.

(h) United Parish of Stoke Prior (newsletters)	£100.00
(i) Sutcliffe Play (s106 receipt received)	£39,223.20

(j) It was **resolved** to approve the monthly budget monitoring report. The Clerk confirmed that a receipt had been received from WDC in relation to the s106 pathway works.

(k) It was **resolved** approve the monthly bank reconciliation report. The bank balance was noted as £18,913.00 but this did not include the receipt from WDC for the s106 pathway works.

136 Planning Applications

(a) **19/00962/CU** - Land At, Rashwood Hill, Rashwood - Change of Use of Existing Agricultural Barn to Commercial (B1c) and Ancillary Storage (B8).

It was **resolved** to **object** to this application on the following basis:

- The site is in the Green Belt and although the applicant has stated this is a "minor" change of use, the Council disagree. The development of what is essentially a business premises is not "minor".
- There is a concern about the access to this site on the brow of a hill and the potential increase in traffic this new development may create could cause road safety issues.

137 Hiring of MUGA

A request had been received from a local business owner to hire the MUGA for dog training classes. It was resolved not to agree to this request on the basis that dogs are not permitted onto the MUGA for environmental health and safety control purposes and there was a designated dog training facility in the main recreation area that could be used free of charge.

138 Car Park Barrier

Some issues had come to light in relation to the barrier into the car park at the recreation area/village hall. The barrier is being locked at 8.00pm but on occasion hirers of the village

hall are still on site. It was **resolved** that the barrier will be locked at 8.00pm in the summer and 4.00pm in the winter and after these times, the hirer of the village hall will be responsible for re-opening the barrier to allow for cars to exit and lock it again afterwards. This should be communicated to hirers via the Village Hall Committee when a booking is made. It was suggested that the opening and locking of the barrier should form part of the Handyman's paid role and a key holding company be approached for a quote to ensure there is a call out facility available if necessary. This will be considered further at a future meeting.

138 Legacy Fund Application

This work was ongoing, and it was agreed that the Council proceed with the expression of interest application in partnership with the Village Hall Committee.

139 Village of Culture

This work was ongoing and a full report on progress would be given at the next meeting.

140 Wychbold Village Hall

There was no update from the Village Hall Committee. However, the Village Hall Committee Chairman had advised the Clerk that the majority of works following the fire safety risk assessment had been completed and a contractor was attending in two weeks to finish off.

141 Allotments Working Group

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

- Spare plots are very overgrown and is potentially putting prospective hirers off. It was agreed that up to £100 from the DPC budget could be spent on getting these plots strimmed down to help rent these plots. The Clerk would approach Smartcut and one of the allotment holders who has a grounds maintenance business to quote for the work.
- The Group wished to thank allotment holders Ed Poultney and Matt Hall for recently cutting the grass on the spare plots which had resulted in a new tenancy.
- The Group discussed the feasibility of forming an Allotment Association. This may provide an opportunity to lease the allotments from the Parish Council. This would be investigated further.
- It was requested that any lights for the allotments so that they can be covered by CCTV be on a movement sensor to reduce any potential light pollution.

142 Neighbourhood Plan

There was no update available from the NDP Group, but the Clerk advised that there had been some further interest in joining the Group and that there would be a presence at the Village Fete including maps and information for potential new members. The Vice Chairman encouraged all Parish Councillors to go along to support the NDP Group at the fete and learn more about the NDP process.

143 Communication

Cllr Howarth suggested that the monthly Community Link Reports be posted on the DPC website and Facebook page. The Clerk would action this. It was agreed that the next newsletter would be in September/October and that Cllr Howarth would gather some quotes for printing and folding the newsletter.

144 Councillors' reports and items for the next agenda

Cllr Howarth asked whether the PC were responsible for public rights of way (PROW). This was a WCC responsibility and there is an online reporting tool on the WCC website and an

interactive map of all PROW in the area. The Clerk would add a link to the DPC website. There had historically been a voluntary footpath warden who was appointed by WCC and the Clerk would enquire whether there is a warden currently, and if not how DPC can promote the recruitment of one.

Cllr Howarth expressed concern that the Register of Interests on the WDC website was not up to date. The Monitoring Officer had advised the Clerk that the documents are being uploaded but this may take several weeks as there is only one officer dealing with all parish documentation.

Cllr Howarth gave an update following the training session she attended in Alvechurch. The Clerk would ask CALC if they provide training on site to save on costs.

145 Exclusion of Press and Public

In accordance with the Public Bodies (Admission to Meetings) Act 1960s1(2) it was resolved to exclude members of the public and press from the meeting in order to discuss matters of a confidential nature.

146 Village Hall

The Clerk confirmed that the next meeting between the VHC and DPC would take place on Monday 8th July (subsequently timed for 7.00pm). The Clerk had sent a draft Agenda and asked for any additional items from either DPC Members or the Village Hall Committee by Friday 5th July. The draft documents required to progress the Legacy Fund application, including the amended Management Agreement and a Memorandum of Understanding, were agreed and will be discussed at the meeting on the 8th.

The meeting closed at 22:10

Signed as a true record:

Chairman
5th August 2019

Produced by



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