



Dodderhill Parish Council

Draft Minutes of Dodderhill Parish Council Meeting

Tuesday 20th June 2023 at 7.30pm

Present: Clls Howarth (Chair), Deane, Edge, Harrigan, A Joynes, Leah & O'Leary

Also Present: County Cllr Miller, District Cllrs Morris, Deller & Franks
Clerk, Tufnail via Zoom & 5 Members of the Public (MOP)

1. Apologies for absence received from Cllrs Mason, Evans, Addy, Keane, Griffin L Joynes
2. Declarations of interest were declared by Cllr Joynes in item 7f Cllr Howarth items 8&9
3. Dispensation Requests received from the Chair, agreed could stay in the room.
4.
 - a. Public Participation

MOP - H&S issues - to do with A38 dangers. Since 2021, he has been raising H&S. Grass verge from garage to Cats Whiskers now sorted and a pleasure to see pathway can now be used easily by all. CC Tony M was thanked for support. Entrance/exit to McDonalds & hotel on A38 – zebra crossing won't work as a solution, but maybe signage might help – to warn cars about pedestrians. TM confirmed that highways are a County issue and will report back about this. MOP reported that he was: disappointed in small numbers of councillors present at meeting (chair reminded reasonable reasons provided included holidays and illness). Wanting to know more about the Village Hall – who owns, who pays for services etc.

b. District Councillors' Report was noted:

We have the next session of the Wychbold and Droitwich Baby Bank on Saturday, so far we have supported 200 different families.

We held our soft launch, the toy event in Droitwich last week, and had around 20 families attend.

Future specialist events - a Nappy Event, an Expectant Parent event, and a Dad event,

on Tuesday we will be running another Kids Kitchen - one of our residents is leading the session, and a big Thank you to Cllr Deane for her event at the Coronation event has paid for the use of the hall so it can take place.

future event would be a teen kitchen

Bikes on Stoke Road - I have spoken with WRS and they have spoken with the landowner so this issue should be resolved

Rural Crime - I have spoken with the Police officer in charge of the area and Myself, Cllr Miller and I'll invite Cllrs Franks and Morris to attend a meeting with her and the local PC who patrols our rural areas then my plan would be to have a much wider public meeting with neighboring parishes

Legacy Grant - The Legacy grant comes around next year, I feel we should put an application in. My initial thoughts would be for a proper storage unit or I will check if the legacy Grant would cover the crossing at Crown (ill look into if this is allowed under the rules)

Fly-Tipping - I'm meeting with the officer in charge of fly-tipping to discuss options and then have a wider meeting with DPC and the neighboring parishes

The next Planning group meeting - Monday 10th July - 6.45 pm at the Social Club

The next big litter pick session is Saturday 22nd July - in the morning.

Planning - The Land behind Sunnyhill House - No real update, the consultation date has gone back to 7th July, I have requested information on why, and how that impacts the decision date.

The Rashwood EV site - Update the Heritage officer has put an objection in

C) County Councillor's Report was noted but not forwarded.

5. The Minutes of the last meeting held on 14 June 2023 were approved and signed by the Chair.

	KD	NE	JH	SH	AJ	JL	N O'L
For	x	x	x	x	x	x	
Against							
No Vote							Away

6. The Chairman's Report was noted:

1. *Huge thank you to all councillors and staff for help and advice since the election. Its only been a month and a half since the elections and we've held three Parish Council meetings in that time and an Annual Parish meeting, as well as facing all sorts of challenges.*

2. *I'm pleased to report that the Information Commisioners Office ongoing case since Aug 2022 is finally coming to an end. This was a Fol request for emails between DPC staff by an ex-Parish Councillor. Should be resolved this afternoon/tomorrow.*

3. *Late payments, due to issues in getting bank signatories up and running continue to be a problem. I'd like to publically have noted our apologies for all late payments including staff salaries and that we will try our best for this not to happen again.*

4. *Various issues have been reported and correspondence received including:*

- *defective speed camera (it isn't);*
- *broken bollard (CCTV does not show which car backed into it)*
- *damaged football goal posts (on-going but brilliant to hear their just giving page is providing funds for new posts; We've had our CCTV checked and cameras do not cover this area.*
- *request for meeting between DPC and football club – hopefully can be dealt with via one of our working parties if we get them set up this evening*
- *requests re allotment edge strimming to be followed up*
- *mole damage repair request from football club to be followed up*
- *a request from an absent councillor re voting tonight; No, Councillors who are not present do not get a say in the meeting (CALC). Just worth everyone noting so we don't set a precedent.*
- *As a follow up from the annual parish meeting, I've been to look at the bus shelter almost opposite the Post Office and taken photos; as a follow up from correspondence from April, I've been to look at a fallen tree on the development site behind Sunnyhill House, next to the orchard. Both of these need following up.*

• *List of issues from WAFR re A38 and Stoke Road to be followed up.*

5. *Pleased to report that we have 3 committees up and running, with dedicated councillors and terms of reference. We will need to hire a Locum Meetings Clerk for meetings to happen and Chairs to be appointed.*

7. Finance

a. Direct Debit Payments were approved

	KD	NE	JH	SH	AJ	JL	N O'L
For	x	x	x	x	x	x	x
Against							
No Vote							

- b. The Payments were approved, save 19,33&40 which were deferred to allow more information to be collected before approval.

19 0016 2263 (22/07/2023)

Dodderhill Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Description	Supplier	Total
19	Coronation	07/05/2023	Coronation supplies	AN Akins	263.00
39	Bank Charges 51069225	10/05/2023	Bank Charges	HSBC UK	8.00
30	Bank Charges 51069225	18/05/2023	Bank Charges	HSBC UK	12.00
31	Insurance	22/05/2023	Insurance	hiscox	484.16
38	Software	06/06/2023	Bitwarden	John Finch	24.00
22	Grass Cutting - Cut and Collect	20/06/2023	Grass Cutting	Smart Cut Ltd	113.40
23	General Ext Parish Maintenance	20/06/2023	Lengthsman	Chris Cooke - Lengthsman	155.52
23	Lengthsman	20/06/2023	Lengthsman	Chris Cooke - Lengthsman	173.70
24	Street Lighting - Electricity	20/06/2023	Parish Lighting Initiative	Worcestershire County Council	190.27
22	Safety Checks	20/06/2023	Grass Cutting	Smart Cut Ltd	51.00
22	Grass Cutting - Cut and let fly	20/06/2023	Grass Cutting	Smart Cut Ltd	189.00
27	Organisation	20/06/2023	Membership	Worcestershire CALC	1,186.28
25	Organisation	20/06/2023	Bitwarden	John Finch	24.00
34	Safety Checks	20/06/2023	Grass Cutting	Smart Cut Ltd	51.00
34	Grass Cutting - Cut and let fly	20/06/2023	Grass Cutting	Smart Cut Ltd	94.50
34	Grass Cutting - Cut and Collect	20/06/2023	Grass Cutting	Smart Cut Ltd	226.80
32	Insurance	20/06/2023	Insurance	hiscox	484.16
33	DPO Services	20/06/2023	DPO Services	Hexad Cyber Security	594.00
29	Internal	20/06/2023	Salaries	Salary Associated Payments	160.28
29	Internal	20/06/2023	Salaries	Salary Associated Payments	1,039.85
29	Pension	20/06/2023	Salaries	Salary Associated Payments	317.59
29	PAYE	20/06/2023	Salaries	Salary Associated Payments	81.76
37	General Ext Parish Maintenance	20/06/2023	Lengthsman	Chris Cooke - Lengthsman	192.60
37	Lengthsman	20/06/2023	Lengthsman	Chris Cooke - Lengthsman	116.64
40	Coronation	20/06/2023	Community Hall Event Hir	Dodderhill Parish Community Hall	625.00

	KD	NE	JH	SH	AJ	JL	N O'L
For	X	X	X	X		X	X
Against							
No Vote					X		

- c. The ongoing salary payments on the 12th of each month were confirmed

	KD	NE	JH	SH	AJ	JL	N O'L
For	X	X	X	X	X	X	X
Against							
No Vote							

- d. The Receipts were acknowledged - £833.83 parish Community Infrastructure Levy funding from Wychavon District Council.

RECEIPTS LIST

- 1 Lengthsman Reimbursement 11/04/2023 Unity-online Lengthsman Reimbursement Worcestershire County Council £0,007.75
- 2 Precept 12/04/2023 Unity-online Precept District Council £38,561.00
- 3 Parish Grant (WDC) 12/04/2023 Unity-online Precept District Council £1,737.00
- 4 VAT refund 12/04/2023 Unity-online VAT Refund HMRC £5,200.33

5 Other Income 27/04/2023 Unity-online other credit Wychavon District Council £833.83

e. The bank reconciliations for April & May were approved with more detail

	KD	NE	JH	SH	AJ	JL	N O'L
For	x	x	x	x	x	x	x
Against							
No Vote							

Cllr Joynes left the meeting for this item.

f. (i) Approval of Village Hall Account Transfer from main bank account of DPC to the Village Hall account of £844.39 VAT paid out of the VH account over the year 22-23 and reclaimed by DPC. Total Q4 VAT reclaim of £5,200.33 paid into the main DPC bank account, included the VH VAT which could be reclaimed as VH owned and run by DPC - Deferred item from last meeting

(ii) Consideration to offsetting the DPC insurance on the Community Hall against the Community Hall Broadband and CCTV provision. More information was required whether or not the insurance was for buildings or contents.

Item f. referred to the Finance committee to make recommendations back to Council

	KD	NE	JH	SH	AJ	JL	N O'L
For	x	x	x	x		x	x
Against							
No Vote					x		

g. Approval of Annual Governance and Accountability Return for year 2022-23 – Special motion requested by 2 councillors 28.4.23 - Deferred item from last meeting

1. The Internal Auditors Report was approved.

	KD	NE	JH	SH	AJ	JL	N O'L
For	x	x	x	x		x	x
Against							
No Vote					x		

2. The Annual Governance Statement for the year 2022-23 was approved – Councillor Edge to provide collated report on behalf of Councillor Leah, Councillor O'leary and herself for submission to the external auditors by 27th June 2023.

	KD	NE	JH	SH	AJ	JL	N O'L
For		x	x	x	x	x	x
Against							
No Vote	x						

3. The Accounting Statements for the year 2022-23 were approved

	KD	NE	JH	SH	AJ	JL	N O'L
For		x		x			x
Against							
No Vote	x		x		x	x	

4. The Bank Reconciliation as at 31.3.2023 was approved with HSBC added.

	KD	NE	JH	SH	AJ	JL	N O'L
For		x				x	x
Against							
No Vote	x		x	x	x		

5. The dates for the Exercise of Public Rights Inspection of Accounts between 03.07-22.08.2023 were agreed

	KD	NE	JH	SH	AJ	JL	N O'L
For	x	x	x	x	x	x	x
Against							
No Vote							

8. Review of the Terms of Reference for existing working party meetings to take place on same day for both working parties - Deferred to July

- Allotments & Orchards – Clerk to investigate who writes the ToR for working parties.

9. Appointment of Cllrs Deane, Howarth (declared interest see above) Griffin. Cllr Addy, David Ramsell & 2 Allotmenters to the Allotments & Orchards Working Party were also suggested.

	KD	NE	JH	SH	AJ	JL	N O'L
For	x	x	x	x	x	x	x
Against							
No Vote							

10. Appointment of any working parties in accordance with standing order 4.

- Climate Change, Environment & Biodiversity Cllrs Deane, Howarth & Griffin

	KD	NE	JH	SH	AJ	JL	N O'L
For	x	x	x	x	x	x	x
Against							
No Vote							

The following items 10 –16 deferred until the next meeting:

- Communications
- Open Spaces, Footpaths & Village Maintenance
- Neighbourhood Development Plan

11. Review and adoption – Defer to July

- Financial Regulations
- Code of Conduct

12. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses 3-year agreements with Smart Cut, CCTV, John Finch, Scribe, Lengthsman, Insurance & 5-year agreement with the footballers.
Defer to July

13. Appointment of representation on Planning group lead by District Cllr Rick Deller.
Deferred item

14. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the General Power of Competence in the future;
Defer to July
15. Review of inventory of land and other assets including buildings and office equipment;
Deferred to Finance Committee
16. Review of the Council's Direct Debits - Deferred item
Insurance premium – est £570.18 paid monthly
ICO subscription – est £35 paid annually
17. The Council's and staff subscriptions to other bodies were agreed: Information Commissioners Office (£35), Worcs County Association of Local Councils (£1,186), Society of Local Council Clerks (£171), Scribe (£173) & Website provider (£240), Microsoft 365 (£1,156), Zoom (£120)

	KD	NE	JH	SH	AJ	JL	N O'L
For	x	x	x	x	x	x	x
Against							
No Vote							

Items 18-23 & 25 deferred until the next meeting

Clerk to advise if anything was urgent

18. Review of the Council's complaints procedure - Defer to July
19. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
Defer to July
20. Re-confirmation of the appointment of Jeremy Aldous-Fountain as the Council's DPO. Deferred item
21. Review of the Council's policy for dealing with the press/media - Defer to Communications working party
22. Review of the Council's employment policies and procedures – Defer to Staffing Committee
23. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 Baby Bank £2,600 March 2023 - Deferred item
24. It was unanimously agreed that Council's ordinary meetings should be on the 3rd Tuesday in the month at 7.30pm until further notice. Community Hall Bookings to be confirmed.
25. Deferred item - To appoint a Lead Councillor to each of the following areas of Council business:
 - Highways
 - Risk Assessments
 - Data Protection & Freedom of Information
26. Planning
District Cllr Rick Deller's update was noted.

The meeting closed at 9.35pm

