Dodderhill Parish Council

Minutes of an Ordinary Meeting of the Parish Council held at Dodderhill Parish Community Hall Tuesday 18th July 2023 at 7.30pm

Members Present: Cllrs S Howarth (Chair), K Deane, P Evans, N Edge, J Harrigan, A Joynes, L Joynes, A Keane, J Leah, N O'Leary and D Mason.

Also Present: District Cllr Rick Deller
Clerk Lisa Winterbourn (locum)
2 Members of the Public
County Cllr Tony Miller until item 17 (18)

1. **Apologies** were received from Cllrs N Franks, N Morris and D Griffin. Reasons for absence were considered and approved.

2. **Declarations of interest** – Cllrs N Edge and N O'Leary agenda items 27 and 28. Cllrs L Joynes, A Joynes and P Evans agenda item 14. Cllr A Keane items 14, 27 and 30. Items 14, 27 and 30 are deferred to the next meeting due to a lack of time to cover them in this meeting.

3. **Dispensations** – None.

4. **Public Participation**

a) 1 member of the public spoke. He requested that the County Council should follow up highways queries made via email by the Wychbold Residents' Association.

b) District Councillor Deller's report was noted. He suggested community fund raising to resolve a highways issue and promised to report back with costings at a future date. A planning report was also made (with reference to agenda item 23), he will object to both applications on behalf of residents. In response to a question from Cllr Keane he clarified that planning meetings are public and are advertised and the District Planning Committee could assist with making decisions on less contentious applications. He will look at having the Parish Council added to the statutory consultees list. Fly tipping issues were also reported.

c) County Councillor Miller's report was noted. Highways matters of concern to residents were reported. Speed check data and a meeting with County Highways Officers mean that the hoped for works will not be taking place. Two separate checks in two different ways of speed on the A38 show there is insufficient speeding to warrant action currently as judged by percentiles. In response to a question about speed check on Stoke Road that has been waiting for over a year, he will check when this is due.
The gap in the hedge between the playing fields and Stoke Road is down to DPC to fix, not county. The issue with geese near Webbs Garden Centre is being followed up by Highways to see if a chicken wire fence might be installed. Parking restrictions in Cross Furlong road would need an email from the Parish Council.
The Parish Council needs to email Cllr Miller with a request for parking restrictions.

5. **Minutes**
It was resolved to approve the Minutes of the last meeting held on 20th June 2023.
Chairman to sign.

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x		x	x	x	x			x	x	
Against											
No Vote		NP					NP	NP			NP

6. The Chairman's report was noted.
There have been 2 FOIs and one allegation of a data breach since last meeting, one FOI is vexatious, the second is to be reviewed. Data breach had not occurred. Break in reported at allotments. Bob Addy has resigned, Council thank him for his service. Councillor vacancy notice has been posted until 7th August, then we will know if we have an election or co-option process. Questions from the football club will be circulated.

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The Chair changed the order of the agenda to facilitate the business of the meeting, original agenda item numbers are shown in brackets.

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7. (12) Item deferred from a previous meeting

It was agreed that Councillors J Harrigan, J Leah, K Deane, and A Keane would join the Planning group led by District Cllr Rick Deller.

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x	x	x	x	x	x	x	x	x	x
Against											
No Vote											

8. (25) Item deferred from a previous meeting – Committee members were agreed for the following:

- Finance Committee: Cllrs P Evans, N O'Leary, N Edge and J Harrigan.

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x	x	x	x	x	x	x	x	x	x
Against											
No Vote											

- Staffing Committee: Cllrs D Mason, S Howarth, J Leah, L Joynes.

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x	x	x	x	x	x	x	x	x	x
Against											
No Vote											

- IT Committee: Cllrs D Mason, K Deane, J Harrigan, A Joynes

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x	x	x	x	x	x		x	x	x
Against											
No Vote								x			

9. (8) Item deferred from a previous meeting

It was agreed to defer the discussion on the terms of reference for working party for Orchards and Allotments to the August meeting and for the working party for Climate Change, Environment and Biodiversity to the September meeting.

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x	x	x	x	x	x	x	x	x	x
Against											
No Vote											

10. (9) Item deferred from a previous meeting

It was agreed to appoint Councillors to the following working parties:

Communications

Councillors N Edge, P Evans, D Mason, A Keane, S Howarth

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x	x	x	x	x	x	x	x	x	x
Against											
No Vote											

Open Spaces, Footpaths and Maintenance

Councillors A Keane, J Leah and member of the public Roger Turberville

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x	x	x	x	x	x	x	x	x	x
Against											
No Vote											

Neighbourhood Development Plan

Councillors J Leah, N Edge, N O'Leary, K Deane, A Joynes and District Councillor Rick Deller

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x	x	x	x	x	x	x	x	x	x
Against											
No Vote											

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Grants and Opportunities
It was proposed that the agenda item to vote for a Grants & Opportunities working party should be removed.
Proposed by K Deane and seconded by A Keane.

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x		x	x	x	x	x	x	x	x	x
Against		x									
No Vote											

11. (26) It was agreed to have additional Bank Signatories
Councillors N O'Leary, A Joynes, L Joynes and Chair of the Finance Committee (when elected).

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x	x	x	x	x	x	x	x	x	x
Against											
No Vote											

12. (24) It was agreed to delegate the appointment of an RFO and a Committee Clerk to the Staffing Committee

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x	x	x	x	x	x	x	x	x	x
Against											
No Vote											

13. (29) It was agreed to pay the Lengthsman for additional work outside of the County Council Lengthsman Contract

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x		x	x	x	x	x	x	x	x	x
Against											
No Vote		x									

14. (30) It was agreed to approve the water testing for Hall and Allotments by the usual company
(Council will need to look into the future of this testing requirement and provider)

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x	x	x	x	x	x	x	x	x	x
Against											
No Vote											

15. (31) It was agreed that Councillors should be permitted to book councillor training with Worcestershire CALC

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x	x	x	x	x	x	x	x	x	x
Against											
No Vote											

16. (11) It was agreed to defer the review of arrangements with other local authorities to the September meeting.

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x	x	x	x	x	x	x	x	x	x
Against											
No Vote											

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17. (18) Item deferred from a previous meeting

The decision to re-confirm the DPO contract was deferred to the August meeting.

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x	x	x	x	x	x	x	x	x	x
Against											
No Vote											

18. (22) Item deferred from a previous meeting

It was agreed to appoint a lead Councillor to each of these areas of Council business:

Highways: A Keane was proposed by A Keane and seconded by S Howarth

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x		x	x	x	x	x	x	x	x	x
Against											
No Vote		x									

Risk Assessments: It was proposed by S Howarth and seconded by J Leah to remove this item from the agenda.

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x	x	x	x	x	x		x	x	x
Against								x			
No Vote											

Data Protection: It was agreed that this item should be deferred to the August meeting.

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x	x	x	x	X	x	x	x	x	x
Against											
No Vote											

19. (28) *Cllrs N Edge and N O'Leary left the room*. It was agreed that the gap in the hedge should have an emergency repair. Council agreed to allow the Chair and the Clerk to make arrangements to make the gap on the hedge safe with use of the Contingency Fund.

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x		x	x	x	x	x	x		x
Against											
No Vote			NP							NP	

20. (7) Finance

a) Councillor N O'Leary proposed and J Leah seconded the amendment to the motion to read that: it was resolved to approve payments including deferred item voucher number 33 and excluding deferred items voucher numbers 19 and 40. Council agreed to delegate the decision of voucher numbers 19 and 40 to the Finance Committee.

Vote on the amendment:

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x		x	x	x	x	x		x	x	x
Against											
No Vote		x						x			

Vote on the motion: It was resolved to approve payments including deferred item voucher number 33 and excluding deferred items voucher numbers 19 and 40. Council agreed to delegate the decision of voucher numbers 19 and 40 to the Finance Committee. It was noted that there was a minor error on the Hexad invoice (0118) which should read 'level 0'.

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x		x	x	x	x	x	x	x	x	x
Against											
No Vote		x									

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11 July 2023 (2023-2024)

Dodderhill Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Total
43	FOI Management	19/06/2023	FOI Data retrieval	John Finch		225.00
32	Insurance	20/06/2023	Insurance	hiscox		484.16
45	Payroll Services	20/06/2023	Payroll Services	PATA (UK)		63.60
33	DPO Services	20/06/2023	DPO Services	Hexad Cyber Security		594.00
40	Coronation	20/06/2023	Community Hall Event Hire	Dodderhill Parish Community Hall		625.00
41	Bank Charges - unity online	29/06/2023	Bank Charges	unity online		18.00
48	Software	03/07/2023	Bitwarden	John Finch		24.00
52	Lengthsman	10/07/2023	Lengthsman	Chris Cooke - Lengthsman		234.30
46	Software	10/07/2023	Annual Subscription	John Finch		4.75
51	Grass Cutting - Cut and Collect	10/07/2023	Grass Cutting	Smart Cut Ltd		113.40
51	Grass Cutting - Cut and let fly	10/07/2023	Grass Cutting	Smart Cut Ltd		189.00
51	Safety Checks	10/07/2023	Grass Cutting	Smart Cut Ltd		51.00
50	FOI Management	10/07/2023	FOI Data retrieval	Hexad Cyber Security		383.62
42	Internal	12/07/2023	Salaries	Salary Associated Payments		160.28
42	Internal	12/07/2023	Salaries	Salary Associated Payments		1,211.85
42	PAYE	12/07/2023	Salaries	Salary Associated Payments		202.49
42	Pension	12/07/2023	Salaries	Salary Associated Payments		386.25
49	DPO Services	29/07/2023	DPO Services	Hexad Cyber Security		282.00
47	Software	10/08/2023	Annual Subscription	Starboard System - Scribe		172.80

b) It was noted that receipts were acknowledged and £833.83 parish CIL funding from Wychavon District was received.

c) It was agreed that approval of the bank reconciliation should be deferred.

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x	x	x	x	X	x	x	x	x	x
Against											
No Vote											

21 (15) Item deferred from a previous meeting

The Council Direct Debits were reviewed, and it was agreed to pay the Insurance monthly premium estimated to be £570.18 and the ICO annual subscription estimated to be £35.

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x		x	x	x	X	x	x	x	x	x
Against											
No Vote		x									

22 (20) Item deferred from a previous meeting

It was agreed to delegate the Council's employment policies and procedures to the Staffing Committee.

	KD	PE	NE	JH	SH	AJ	LJ	AK	JL	NO'L	DM
For	x	x	x	x	x	X	x	x	x	x	x
Against											
No Vote											

Items 10, 13, 14, 16, 17, 19, 21 and 27 are deferred to the next meeting which will be held on 15th August.

The meeting closed at 9.31pm

Signed

Date

DRAFT