



Dodderhill Parish Council

Tel: 01527 372548 | Email: Clerk@dodderhillparishcouncil.co.uk

NOTICE OF MEETING

A meeting of Dodderhill Parish Council is to be held in Classroom 4, **on Monday 22 April 2024 at 6.30pm at Wychbold School, School Road, Wychbold WR9 7PU**

*Members of the public are invited to attend and in accordance with the parish council's Standing Orders may, at agenda item 4, make representations, answer questions and give evidence at this meeting in respect of the business on the agenda.

During agenda item 4:

- i. the period designated for public participation shall not exceed fifteen minutes.
- ii. no member of the public shall speak for more than three minutes unless directed by the Chair of the meeting.
- iii. no question put shall require a response nor start a debate on the question.
- iv. the Chair of the meeting may direct that a written or oral response be given.

Whilst members of the public are welcome to stay in the meeting after item 4, there is no further opportunity for participation unless invited to do so by the Chair of the meeting.

Summons

Councillors are hereby summoned to a meeting of Dodderhill Parish Council to transact the business set out in the following agenda.

Signed: *Gill Lungley*

Date: 16th April 2024.

Gill Lungley FSLCC, Temporary Clerk and Responsible Financial Officer.

Agenda

1. Chair's welcome and to record apologies as submitted from absent parish councillors.

2. Declarations of interest.

Members are reminded of:

- a) the [statutory requirement](#) to declare all matters relating to their Register of Interests regarding Disclosable Pecuniary Interests (DPI) and
- b) the requirement in the council's [Members' Code of Conduct](#) to declare all Other Registerable Interests (ORI) and Non-Registerable Interests (NRI) in matters to be considered in the meeting.

When a councillor declares any type of interest, they must leave the meeting when that matter is discussed unless granted a dispensation by the council, see next agenda item.

3. Consideration of any request for a dispensation.

Having declared any of DPI, ORI or NRI, a councillor may apply for a dispensation to be allowed to (a) stay in the meeting, or (b) stay and speak, or (c) stay, speak and vote. The request must be in writing and provided to the Clerk before the meeting starts, stating the nature of the interest and the required outcome of the request. A template form is provided with the agenda. The council is [required to decide](#) whether to allow the dispensation request, depending on the nature of the subject and the likely impact on public perception.

- At least one request for dispensation to stay in the meeting has already been received relative to agenda item 10b.

4. Public Participation.

- a) *Please refer to notes above. Speakers will be asked to give their name to the meeting, however comments made will be anonymised and summarised in the ensuing minutes.
- b) To receive a report from, and ask questions of:
 - i. the county councillor for Ombersley division, Coun Tony Miller.
 - ii. the district councillor for Dodderhill ward, Coun Rick Deller.
 - iii. district councillors for Droitwich East ward, Coun Neil Franks and Coun Nicola Morris.
 - iv. Any other community representative eg Safer Neighbourhood Team, Footpath Officer.

5. To approve the minutes of the meeting held 18/03/2024 as a true and accurate record; the draft minutes are available online here: [Parish Council Meetings – Dodderhill Parish Council](#)

6. Chair's report.

Cllr Sue Howarth to deliver a report including production of a wish-list of community benefits that might be delivered through working with Sonar Engagement, and suggestion for moving forward with a strategic plan: see pages 4 and 5.

7. Finance Report

- a. **Approval of payments** – attached; see page 5.
- b. **To note the bank reconciliation to 31/03/2024** – attached; see page 6.
- c. **To note the final cost centres analysis for 2023/24 financial year;** page 7.
- d. **To note the renewal of the annual Lengthsman agreement with WCC and continuation of contract with the DPC Lengthsman at new rate.**
- e. **To be advised of internal audit arrangements and agree appointment.**
- f. **To agree banking arrangements and authorisation of payments:** Clerk/RFO to be account administrator with 'view and submit' access only, ie not authorise; nominated members to have 'view and authorise' access only ie not submit; all other councillors to have 'view' access only.
- g. **To agree response to the external auditor to challenges raised on the 2022/23 audit.**

8. Finance Committee. To receive update to committee meeting held 17/04 and agree recommendations therefrom. Agenda available on website: [here](#).

9. Staffing Committee. The proposed resolution to agree staffing support and the appointment of a new Clerk is to be discussed in confidence towards the end of this meeting following a resolution to exclude the public.

10. Planning Committee.

- a. To note minutes of meeting held 21/03/2024: available online [here](#).
- b. To note receipt of notification of appeal: refusal to allow amendments to conditions 2 and 19, reference W/23/00914/FUL land to rear of Sunnyhill House will be considered at the next Planning Committee meeting.

11. Wychbold Association for Residents (WAFR).

WAFR has applied for a grant to support a summer fete to be held 15/06/2024: see pages 8-9.

12. D-Day 80 events planning: 6th June 2024.

13. Annual Parish Meeting: to agree arrangements for the Annual Assembly on 23/05/2024.

14. To consider arrangements for councillor training.

15. To agree the dates of future council meetings.

16. Clerks report of items to note and correspondence received:

- a. **Tree survey in response to comments made at previous meeting.**
- b. **To follow up previous agreement to obtain gov.uk domain for website and emails.**
- c. **To arrange IT committee meeting re M/soft 365 provision and website improvements.**
- d. **Management of drainage in the lower area of the park.**

- e. **Note receipt of annual professional play inspection report.**
- f. **Progress update on review of council policies.**
- g. **To note the request for litter picking support eg larger bins / equipment.**
- h. **List of correspondence is issued separately.**

17. Members to raise issues for discussion at next meeting:

18. Confidential matters. The council may resolve to close the meeting to members of the public in order to discuss matters relating to confidential matters such as contracts, legal action, staffing, as allowed by the Public Bodies (Admission to Meetings) Act 1960.

19. To discuss staffing arrangements and legal matters.

20. To agree the date, time and venue of next parish council meeting: this will be the Annual Council Meeting on either 20th or 27th May 2024, 6.30pm.

NB The Annual Parish Meeting has been arranged for Thursday 23rd May 2024.

Dodderhill Parish Council members

Cllr Sue Howarth, Chair; Cllr Jo Harrigan, vice-Chair.

Cllr Norma Edge, Cllr Peter Evans, Cllr Dawn Griffin, Cllr Adam Joynes,

Cllr Lorna Joynes, Cllr Alyson Keane, Cllr James Leah, Cllr Dale Mason,

Cllr Nora O’Leary, Cllr Frankie Turberville, Cllr Roger Turberville.

Chair's report.**As mentioned in the Chair's report at the meeting held 18/03/2024:**

"Last week I attended the open meeting at McDonalds, organised by one of the motorway groups working on the M5/J5 works. I met with a representative of Sonar Engagement*, who indicated that there was capacity to help with more work in the area. Rather than ask for anything specific, he suggested sending him a list and then he could pick things that he/his company could help with and also make suggestions for who else could help with other items."

*Sonar Engagement (from their website) are specialists in [Social Value](#) and [Stakeholder Management](#), supporting Highways, Rail, Water, Local Authorities, Construction and other non-infrastructure projects. We are trusted by all tiers of contractors to deliver excellent communications and engagement throughout the lifecycle of projects. Our work winning Social Value **CWANA**™ research and reports help deliver greater [Social Return on Investment](#) and leave lasting community legacies.

Work that Dodderhill Parish Council hopes to carry out in the next year or so

Very Draft!

Part of the Open Spaces Plan (Improvement of Fiona's Community Orchard, Allotments, Hedgerows and Development of Sensory Garden, including better access and education; linked by a newsletter)

1. Clear the old playground area (between Village Hall / car park barrier) – currently wasteland.
2. Creating a sensory garden in the old playground area once cleared.
 - a. Laying down of wheelchair/pushchair/mobility scooter-friendly paths
 - b. Adding raised beds
 - c. Adding other plant beds
 - d. Providing off path surfaces
 - e. Adding water feature
 - f. Providing benches
 - g. Adding a covered area
 - h. Providing a notice board
 - i. Providing plant labels / information about senses/purpose of garden
3. Laying down of wheelchair/pushchair/mobility scooter-friendly paths from car park to allotments and orchard, and within orchard
4. Pruning and other maintenance of existing trees in orchard
5. Replacing any diseased or missing trees with Worcestershire fruit trees
6. Providing notice boards for allotments and for wooded area
7. Providing another bench for orchard
8. Providing a picnic table that can double up as a work bench

Beyond the orchard improvement works

1. Providing electric charging points for Village Hall car park
2. Increasing the biodiversity of the two 'greens' in Wychbold without reducing their usefulness
3. Improved bus shelters
 - a. Roof repairs needed on one almost opposite McDonalds
 - b. Green roofs for bus shelters?
 - c. Improved seating in bus shelters
4. White gates for ends of village
 - a. Flower troughs, self-watering, next to gates
 - b. 'Welcome to Wychbold' signs
5. Book box/free-standing library book-exchange (ideally old telephone box) – yes there is a library inside the Village Hall but not accessible at all times, unlike the outdoor libraries that many villages have (e.g. Cutnall Green). Old phone boxes can be bought, but not cheap.

6. Providing what for Hanbury / Stoke / Impney and more rural areas?
7. Newsletter/magazine to go out to all residents if we can get a grant to help with postage until we can get advertising revenue.
 - a. Parish Council news/dates of meetings
 - b. Volunteer information – where help is needed/working parties; streetwatch etc.
 - c. News from local organisations e.g. Brownies, the School, the Church, Football team,
 - d. Opportunities e.g. online courses etc.
 - e. Sources of help e.g. nearest foodbank etc.
 - f. District/County news (perhaps)
 - g. Competition?
 - h. Local history page – written by someone who knows stuff!
8. What else?

Progress of the Strategic Plan: circulated separately.

Agenda item 7a

7a Payments for approval

Invoices presented 22/04/2024 for payment approval					
Voucher ID	Supplier	reason for payment	Total	Net	VAT
147*	CloudyIT	IT support, March 2024	£231.32	£192.77	£38.55
154*	CloudyIT	IT support, April 2024	£231.32	£192.77	£38.55
158	Gill Lungley	Locum clerk, Feb 2024	£1,310.00	£1,310.00	£0.00
159	PATA (UK)	Payroll Services to March 2024	£46.85	£46.85	£0.00
160	Worcestershire CC	Street lighting costs Q4	£187.84	£187.84	£0.00
161*	LGPS	Staff pension	£20.21	£20.21	£0.00
162*	HMRC	Salary Associated Payments	£305.19	£305.19	£0.00
163	Smart Cut Ltd	Play equipment	£102.00	£85.00	£17.00
164	Chris Cooke	Safety assessments, March 2024	£76.80	£64.00	£12.80
164	Chris Cooke	Lengthsman, March 2024	£109.80	£91.50	£18.30
165	Gwilym Rippon	Advisory and support, March 2024	£2,477.60	£2,477.60	£0.00
166*	Staff	Salary Associated Pay March 2024	£305.80	£305.80	£0.00
12	Staff	Salary, March 2024	£1,155.57	£1,155.57	£0.00
			£6,560.30	£6,435.10	£125.20

NB All these voucher numbers are temporary and will be changed when the 2024/25 accounts are initiated.

* Voucher no's 147, 154, 161, 162 and 166 have already been paid due to time restrictions.

Direct debits, standing orders and bank charges are agreed annually by the council.

Dodderhill Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2024		
	Cash in Hand 01/04/2023		97,483.06
	ADD Receipts 01/04/2023 - 31/03/2024		96,527.91
			194,010.97
	SUBTRACT Payments 01/04/2023 - 31/03/2024		72,733.05
A	Cash in Hand 31/03/2024 (per Cash Book)		121,277.92
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2024	0.00	
	Dodderhill Parish Council HSBC 31/03/2024	0.00	
	Unity-online 31/03/2024	27,086.37	
	Unity Savings 31/03/2024	94,191.55	
	Wychbold Village Hall 31/03/2024	0.00	
			121,277.92
	Less unrepresented payments		
			121,277.92
	Plus unrepresented receipts		
B	Adjusted Bank Balance		121,277.92
	A = B Checks out OK		

Cost centre summary at end of 2023/24 financial year: unaudited.

COST CENTRE SUMMARY fye 31/03/2024			
2023/24	RECEIPTS		
Cost Centre	Budgeted	Actual	Variance
100 - Administration	0.00	632.14	632.14
130 - Subscriptions	0.00	28.00	28.00
200 - Allotments	375.12	418.00	42.88
300 - Playing Fields	625.20	240.00	-385.20
400 - Highways / Lengthsman	2,605.00	2,007.75	-597.25
510 - Village Hall Utilities	0.00	1,240.44	1,240.44
800 - Receipts (Precept)	76,768.30	91,548.39	14,780.09
Totals	80,373.62	96,114.72	15,741.10
2023/24	PAYMENTS		
	Budgeted	Actual	Variance
100 - Administration	8,961.27	32,034.60	-23,073.33
110 - Staff Costs	29,905.40	12,378.84	17,306.42
120 - Communications	781.56	315.60	465.96
130 - Subscriptions	4,689.00	2,448.13	2,240.87
140 - Training	1,292.08	60.00	1,232.08
200 - Allotments	208.35	116.00	92.35
300 - Playing Fields	3,647.01	2,676.92	970.09
310 - Outdoor Maintenance	2,605.00	3,994.41	-1,389.41
320 - Playground Equipment	1,563.00	888.48	674.52
400 - Highways / Lengthsman	2,605.00	1,743.95	861.05
510 - Village Hall Utilities	0.00	6,304.50	-6,304.50
600 - Street Lighting	2,605.01	765.83	1,839.18
700 - Projects	0.00	2,117.22	-2,117.22
810 - LGA 1972, S137	3,126.00	300.00	2,826.00
900 - Contingency	1,042.00	0.00	1,042.00
Community Hall	0.00	1,852.65	-1,852.65
Totals	63,030.68	67,997.13	-5,186.59
TOTAL FOR ALL COST CENTRES			
Receipts total	96,114.72		
+ VAT refund	193.05		
Gross total receipts	96,307.77		
Payments total		67,997.13	
+ VAT to be reclaimed		4,515.79	
Gross total payments		72,512.92	

Wychbold Association for Residents (WAFR).

WAFR has applied for a grant (see over) to support a summer fete to be held 15/06/2024.

At the previous parish council meeting, members agreed to provide funding to support this event and asked for more detailed information before making a decision on the amount to be granted, in respect of which the council has received the following information-

WAFR is a 'not for profit' organisation that works within the village for the village. All monies in our bank account goes to improving village life, ie. fete, pantomime trip, litter picking, we have a treasurer and there has to be 2 signatures for payments.

WAFR has a constitution that states we work with Dodderhill Parish Council and we hope to provide a bridge for the community to them. We hold monthly meetings but our constitution states only 4 are needed to maintain the group, these minutes are typed by the secretary and circulated to all members and any interested parties, there are approved at the following meeting and signed.

The fete was started 2 years ago for the Queen's Jubilee and proved so successful that we ran one the following year for the coronation, it is a real community event with the idea that it is inclusive for all regardless of disability and financial ability. There are a few stalls that charge, ie; the tombola, 'adopt a teddy' but these stalls then donate to whichever charity they want in the district, the Food Bank, Swan Sanctuary.

This event has grown each year and this year we have so far organised the following-

- Doorstep Princess's £340.00
- Bouncy Castle £90.00
- Live music £650.00
- Picnics for the children £100.00
- Insurance, not finalised but between £120.00 and £250.00
- St Johns £174.00
- Music licence approx. £120.00 but not finalised
- Hire of village hall £120.00, not finalised because we are waiting for the invoice

Total costs so far £1,844.00

There will also be costing for posters and leaflets.

We are also putting on Afternoon Teas, hopefully a Dog Show and a fairground ride

There are various stalls, which each take a £5.00 deposit unless they are a charity or game: Tombola, skittles, Splat the rat, Beat the goalie and Adopt a Teddy, these are being organised at the moment.

Steam Engine and some classic cars, still being organised

Treasure hunt with a prize for everyone

All of these will be an extra cost ie; prizes, dog show, maps, stamps for treasure hunt.

I will be finalizing the Insurance and Risk Assessment when we have confirmed everything and collected all relevant insurances from Bouncy Castle etc.

We are having a meeting to sort final volunteers who will be insured and rubbish and road closure and licences.

As soon as I have the complete format, the risk assessment and insurance will be submitted to all relevant parties, all payments will be documented and clear on our bank statement.

Any questions, please come back to me.

Carry Smart , Secretary

Wychbold Association for Residents

NB. The Clerk confirms details of proposed one-day insurance cover have been provided.



Dodderhill Parish Council

APPLICATION FOR GRANT AID 2019/20

Name of Organisation

WYCHBOLD ASSOCIATION FOR RESIDENTS

Address and contact details redacted.

Aims of Organisation OUR COMMUNITY IS THE DRIVING FORCE
OF OUR ORGANISATION AND WE TRY TO INCLUDE EVERYONE

Grant requested: £ 2500.00

Purpose for which Grant is required:

ANNUAL FEE, THIS IS OUR 3RD YEAR AND WE
WANT TO PROVIDE ANOTHER AMAZING DAY, THIS IS
AIMED TO BE FREE TO ALL, NO BARRIERS TO ANYONE,
FINANCIAL OR ANY DISABILITY, A FAMILY DAY FOR EVERYONE

How much (if any) will be from your own resources?

WE AIM TO MATCH FUND

What is your Organisation's present financial position? Please summarise + attach a copy of most up-to-date set of accounts and bank statement(s). (A more up-to date statement and accounts may be required before any final decision is made.)

£215.00 IN CREDIT

Have you made an application for a grant to any other bodies? If so, to whom?

NO

Brief details of Organisation's own fund raising efforts

APPLY TO LOCAL BUSINESS'S, RAFFLE, FOOTBALL CARDS,
TABLE TOP SALE