



Wychbold Village Hall, School Road, Wychbold Droitwich, WR9 7PU
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[Dodderhill Parish Council – Serving the people of Dodderhill \(dodderhill-pc.gov.uk\)](http://Dodderhill Parish Council – Serving the people of Dodderhill (dodderhill-pc.gov.uk))

NOTICE OF MEETING

Dodderhill Parish Council's Annual Council Meeting is to be held in Classroom 4, Wychbold School, School Road, Wychbold WR9 7PU
on Monday 20th May 2024 at 6.30pm

*Members of the public are invited to attend and in accordance with the parish council's Standing Orders may, at agenda item 6, make representations, answer questions and give evidence at this meeting in respect of the business on the agenda.

During agenda item 6:

- i. the period designated for public participation shall not exceed five minutes.
- ii. no member of the public shall speak for more than two 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 6, 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: 15th May 2024.

Gill Lungley FSLCC, Clerk and Responsible Financial Officer.

Agenda

1. **Election of Chair** and subsequent delivery of their acceptance of office form.
2. **To record absences** and any apologies for absence. If appropriate, to consider approving the continued absence of a member at risk of losing their seat through non-attendance: Local Government Act 1972, s85 refers.
3. **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.

4. 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.

5. Election of vice-Chair

6. Public Participation: nb time reduced due to this being the annual council meeting.

- 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 brief report from:
 - 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.

7. To complete the annual business of the council as set out in Standing Order 5.

Item	Agenda subject
ii.	Confirmation of the accuracy of the minutes of the last meeting of the Council; meetings held 22/04/2024, copy available online here and 25/04/2024 copy here .
iii.	Receipt of the minutes of the last meeting of the Staffing and the Planning Committees, held 25/04/2024 (Staffing) online here . Draft minutes of the Planning committee meeting to be held 15/05/2024 yet to be published.
iv.	Consideration of the recommendations made by a committee.
v.	Review of delegation arrangements to committees, staff and other local authorities.
vi.	Review of the terms of reference for committees.
vii.	Appointment of members to existing committees: Finance; b) IT; c) Planning; d) Staffing
viii.	Appointment of any new committees in accordance with Standing Order 4.
ix.	Review and adoption of appropriate standing orders and financial regulations.
x.	Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
xi.	Review of representation on or work with external bodies and reporting arrangements.
xii.	To declare eligibility to exercise the general power of competence, and adopt.
xiii.	Review of inventory of land and other assets, including buildings and office equipment.
xiv.	Confirmation of arrangements for insurance cover in respect of all insurable risks and renew the annual insurance premium via A J Gallagher.
xv.	Review of the council's and/or staff subscriptions to other bodies.
xvi.	Review of the council's complaints procedure.
xvii.	Review of council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.
xviii.	Review of the council's policy for dealing with the press /media.
xix.	Review of the Council's employment policies and procedures.
xx.	Review of expenditure incurred under s137 of the Local Government Act 1972
xxi.	Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

8. Chair's report.

9. Finance Report

- a. **Approval of payments** – to be circulated.

- b. To note the bank reconciliation to 30/04/2024, page 4.
- c. To note the Internal Auditor’s report is likely to be issued by 10/06/2024 and to agree to meet to discuss this one item in advance of agreeing the AGAR on 24/06/2024. NB the Annual Governance and Accountability Return must be sent to External Auditor before 01/07/2024 and the 30-day annual audit period must start 1st July at the latest.
- d. To agree terms of invoice payments issued by DPC to customers; payment expected within 30 days and if remaining unpaid after 60 days a 10% surcharge will be applied.

10. Committee Reports. To receive updates:

- a. Finance: no meeting held during last month.
- b. IT: no meeting held during last month. Next meeting to include update on the move to gov.uk emails and website improvements (members’ photo, calls to action).
- c. Planning – meeting held 15/05/2024 to include ratification of comment to:

Planning application: W/24/00815/HP	At 2 Chequers Lane, Wychbold, WR9 7PH
Proposal: Two storey front and side extension and porch.	
Planning application: B/24/00020-FUL	At Pipers Hill Farm, Dodderhill Common
Proposal: Reinstatement of a historic access track	

- d. Staffing – meetings held 25/04/2024 and 15/05/2024.

11. Clerks Report and to note ongoing items, page 5.

12. Items requiring a decision.

- a. To agree renewal of the Civility and Respect Pledge, p6.
- b. To approve the Community Legacy Grant submission: Cllr S Howarth.
- c. To consider support to the Wychbold Foodbank by paying the monthly phone bill.
- d. To consider replacing two concrete streetlight columns as advised by WCC.
- e. To consider response to concerns raised regarding village hall use on polling day.
- f. To consider response to concerns raised regarding contractual procedures.
- g. To consider park management including litter clearance and removal.
- h. To identify alternative meetings venue for three dates when school is unavailable.

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

14. Confidential matters. The council will 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.

- a. Update to staffing.
- b. Update to lease arrangements.

15. To note the date, time and venue of next parish council meeting: Monday 24th June 2024, 6.30pm at Wychbold First School and Nursery.
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.

7a Payments for approval

Invoices presented 20/05/2024 for payment approval					
Voucher ID	Supplier	reason for payment	Total	Net	VAT

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

Bank Reconciliation to 30/04/2024			
Opening balance 01/04/23	£121,277.92		
Add receipts to 30/04/24	£44,901.35	Cash at bank 30/04/24	
	£166,179.27	Unity on-line	£64,862.40
Less payments for the month	-£7,125.32	Unity Savings	£94,191.55
	(A) £159,053.95	(B)	£159,053.95
(A) = (B) = Balance			

Clerk's Report and Updates

- a) Wychbold Association for Residents (WAFR): summer fete grant.
- b) D-Day 80 events planning: 6th June 2024.
- c) To progress arrangements for councillor training.
- d) Tree survey review and new appointment.
- e) Gov.uk domain for website now completed; CloudyIT to manage emails.
- f) To arrange IT committee meeting re M/soft 365 provision and website improvements.
- g) Management of drainage in the lower area of the park.
- h) Annual professional play inspection report circulated.
- i) Progress update on review of council policies.
- j) To note the request for park litter picking support eg larger bins / equipment.
- k) List of correspondence is issued separately.
- l) DPC representatives at the WDC 50th anniversary civic reception (photo)
- m) To note completion of Freedom of Information request, and closure of case by ICO.
- n) Town and parish conference on 12th June, 6pm – 9pm at Wyre House, Kidderminster.
- o) List of works seeing external support from highways contractors.
- p) CCTV update.
- q) Bootcamp contract.
- r) Bin stickers for A38 - 30mph reminders.
- s) Speed cameras: grant received, 2nd pole to be installed by WCC Highways.
- t) Asset review and access to village hall.
- u) Opening third bank account – to decide if it is FSCS protected eg United Trust Bank, or long-term investment eg CCLA (LAMIT).
- v) Calendar for events and meetings.

Civility and Respect Pledge reminder.

Dodderhill Parish Council adopted the Civility and Respect Pledge in October 2022



**This is to certify that
Dodderhill Parish Council
has signed up to the Civility & Respect Pledge**

Dodderhill Parish Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate number: 557.

Dodderhill Parish Council will:

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements in place including, staff contracts, and Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Signed on behalf of the council by:

Chairperson/Mayor: Alyson Keane Date: 11th October 2022