

## NOTICE OF MEETING

The parish council's next meeting is to be held at  
Wychbold First and Nursery School, School Road, Wychbold WR9 7PU  
**on Monday 20<sup>th</sup> January 2025 at 6.30pm**

### Summons

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



Members are expected to be mindful of the parish council's statutory duties with respect to the effective management of risk, equality, biodiversity, health and safety, crime and disorder.

Signed: *Gill Lungley*

Date: 14<sup>th</sup> January 2025.

Gill Lungley FSLCC, Clerk and Responsible Financial Officer.

**\*Members of the public are invited to attend** and in accordance with the parish council's Standing Orders may, at agenda item 4, make representation, 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 this item shall not exceed fifteen minutes.
- ii. no member of the public shall speak for more than four 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.

**Prejudicial Interests.** For reference, when declaring interests, Members are reminded of:

- a) the [statutory requirement](#) to declare and state the nature of 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.

When a councillor declares any type of interest, it is likely they will be required to leave the meeting when that matter is discussed unless granted a dispensation by the council.

### 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.

## Agenda

1. **Chair's welcome** and receipt of any apologies from councillors unable to attend.
2. **To receive members' declarations of interest, if any.**
3. **Consideration of any request for a dispensation.**
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 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.
5. **To approve the minutes of the council meeting held [25<sup>th</sup> November 2024](#).**
6. **Chair's report.**
7. **Finance Report** (reports below)
  - a. To note the bank reconciliation to 31/12/2024 (page 4).
  - b. Approval of payments to be made at this meeting, and expenditure decisions taken by the Finance Committee since the previous council meeting; list to follow.
  - c. To note conclusion to the 2022/23 and 2023/24 audits has yet to be reached.
  - d. Update to insurance claim for water damage to village hall, c2021/22.
  - e. To agree the parish council's financial budget for 2025/26 and thereby identify the precept to be issued to Wychavon District Council. It is proposed to set a budget of £95,040 and a precept of £89,857 which will incur council tax Band D contribution of £91.61 for the year. See also page 5.
8. **A. Committees**
  - a. To ratify the amalgamation of the Finance and IT Committees and approve election of committee Chair and vice-Chair as Cllr Jo Harrigan and Cllr Adam Joynes respectively.**B. Committee Reports.** To receive updates, note draft minutes and ratify recommendations, NB All draft minutes are available online via the links provided.
  - a. **Finance and IT:** meetings held [19/12/2024](#) (draft minutes circulated) from which:
    - a.1 to note update to DPC website to include the Dodderhill Parish History website.
    - a.2 to approve the policy reviews (see page 6)
  - b. **Planning:** meeting held [19/12/2024](#); draft minutes circulated.
  - c. **Staffing:** no meeting held since [16/10/2024](#).
  - d. **Wychbold Park Improvement Plan:** no meeting held since [21/10/2024](#).
9. **Clerk's Report and to note ongoing items:** page 12.
10. **Items requiring a decision:**
  - a. **Facebook account:** to progress with old or new account.
  - b. **Wider social media:** to join any other social media platforms.
  - c. **Anti-terror checklist for DPC events.**
  - d. **Schedule of Full Council Meetings and agree date of Annual Parish Meeting 2025.**
  - e. **Impney Ward vacancy:** approaches to advertise vacancy, already advertised on website, Facebook, noticeboards and local hotspots; whether to issue poll cards or own leaflet.
  - f. **DPC communications procedure:** to agree to internal and external process.
  - g. **FA Grants:** funding available for pitch maintenance, storage and changing rooms upgrade.
  - h. **Emergency access for school:** to agree the pathway treatment onto playing field.
11. **Members to raise issues for discussion at next meeting.**

- 12. 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 legal advice regarding the village hall asset review.
  - b.** Update to legal advice regarding staff issues.
- 13. To note the date and time of next parish council meeting:** Monday 24/02/2025 at 6.30pm.

**Notes to support the Agenda for the parish council meeting on 20/01/2025.**

Agenda item 7- a. **Bank Reconciliation to 31/12/2024**

	<b>Bank Reconciliation at 31/12/2024</b>		
	Cash in Hand 01/04/2024		121,277.92
	<b>ADD</b> Receipts 01/04/2024 - 31/12/2024		100,340.13
			221,618.05
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/12/2024		71,685.92
<b>A</b>	<b>Cash in Hand 31/12/2024</b> (per Cash Book)		<b>149,932.13</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2024	0.00	
	Dodderhill Parish Council HSBC 31/12/2024	0.00	
	Unity-online 31/12/2024	53,797.87	
	Unity Savings 30/11/2024	96,134.26	
			<b>149,932.13</b>
	Less unrepresented payments		
			149,932.13
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>149,932.13</b>
	<b>A = B Checks out OK</b>		

### Agenda item 7e:

This table shows the impact of the parish council’s budget on the council tax taxpayer.

The parish council must prepare a balanced budget. If the expected costs are £95,040 and the expected income (pessimistic position) is £5,183, then the precept will be £89,857 which is an increase of £10,422 on last year’s precept.

Any expenditure which has a corresponding income eg lengthsman costs, VAT, and projects which are supported by grants, is not shown here.

It is possible that income other than the precept will be greater than shown, eg if the council receives better interest rates, and CIL (Community Infrastructure Levy) receipts.

The percentage rate changes shown on row g below are in comparison to last year’s precept impact on the council taxpayer.

#### To assess impact of Dodderhill PC budget for 2025/26 on Band D council tax payer

To assess impact of Dodderhill PC budget for 2025/26 on Band D council tax payer (total to pay)		If keep precept same as last year	If keep precept impact same as last year	6% increase or an additional £5	12% increase or an additional £10	15% increase or an additional £12
a.	Expected spend 2025/26				£95,040.00	
b.	Expected other income 2025/26 includes council tax grant of £3,473				£5,183.00	
c.	Precept (=a-b)	£79,435.00	£80,075.00	£85,000.00	£89,857.00	£92,100.00
d.	Divide precept by tax base 25-26	980.85	980.85	£980.85	£980.85	980.85
e.	<b>BAND D LEVY (average impact)</b>	£80.99	£81.64	£86.66	£91.61	£93.90
f.	Compare to Band D levy 2024-25	£81.64	£81.64	£81.64	£81.64	£81.64
g.	Percentage decrease / increase	-0.80%	0.00%	6.15%	12.21%	15.01%
h.	£ Amount of decrease / increase	£0.65	£0.00	£5.02	£9.97	£12.26

Impact on council tax payer	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
<b>additional 6%</b>	£57.77	£67.40	£77.03	£86.66	£105.92	£125.17	£144.43	£173.32
<b>additional 12%</b>	£61.07	£71.25	£81.43	£91.61	£111.97	£132.33	£152.69	£183.22
<b>additional 15%</b>	£62.60	£73.03	£83.47	£93.90	£114.76	£135.63	£156.50	£187.80

#### Expenditure Budget (net), ie expected costs for 2025/26

Administration	£27,736.00
Staff Costs	£31,500.00
Communication	£2,260.00
Subscriptions	£1,340.00
Training	£1,400.00
Allotments	£600.00
Playing Fields	£7,680.00
Playground	£4,524.00
Outdoor Other	£8,200.00
Highways / Lengthsman	£0.00
Street Lighting	£6,800.00
Events	£3,000.00
<b>Total projected net spend</b>	<b>£95,040.00</b>

See DPC Balances and Reserves Policy on website			
<a href="https://www.dodderhill-pc.gov.uk/Balances-and-Reserves-Policy.pdf">Balances-and-Reserves-Policy.pdf (dodderhill-pc.gov.uk)</a>			
Earmarked Reserves as at 14/10/2024			2025/26
		This year	Next year
Playground Renewals		40,000	45,000
Insurance		3,000	-
Defibrillator		500	-
Election Costs		-	6,000
Legal		1,000	10,000
Staff Progression		5,000	-
Other eg steet light replacement		-	3,000
Other?			
<b>Total EMR</b>		<b>49,500</b>	<b>64,000</b>
Total in current a/c	71,068		
Total in deposit a/c	95,495		
Total cash		166,563	
Amount to be spent by fye		- 56,000	Excluding CLG
Amount of receipts by fye		11,956	
<b>Potential Cash in hand at 31/03/2025</b>		<b>122,519</b>	
<b>Of which...</b>			
<b>EMR's</b>		<b>64,000</b>	
<b>General Reserve</b>		<b>58,519</b>	

CLG = Community Legacy Grant.

Advice to parish councils from the [Practitioner’s Guide](#) is to retain a general reserve of between three and twelve months of net revenue expenditure.

## **Agenda item 8B:**

### **A2. Policy Reviews**

The following policies have been reviewed and are included here for ratification; please review via the website: [Policies and Procedures – Dodderhill Parish Council](#)

- a. Balances and Reserves: renamed 'Financial Reserves Policy'
- b. Communications Risk Assessment – to be amended to include noticeboards and reference to the council's Communications Policy.
- c. Investment.
- d. Data and Document Retention.
- e. Tenders and Quotes – to revise the review date to annually in this first year and biennially thereafter.
- f. Vexatious Requests & Vexatious Complaints Policy
- g. Safeguarding of Vulnerable People
- h. Tree Management Policy
- i. Complaints Policy
- j. Freedom of Information Policy, see pp 7 – 11.

NB. Staffing Committee Policies will be revised at the next committee meeting.

- Dignity at Work / Bullying and Harassment • Equal Opportunities / Equality • Health and Safety
- Grievance and Disciplinary.



# Freedom of Information Policy

Full Council	
Adopted date	01/2025
Next review date	01/2027

## 1. Introduction

This policy outlines how Dodderhill Parish Council will comply with the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR). The council is committed to transparency and openness, ensuring information is accessible to the public.

## 2. Policy Statement

Dodderhill Parish Council aims to:

- Promote a culture of openness and accountability.
- Provide the public with access to information held by the council.
- Ensure compliance with the FOIA and EIR.

## 3. Publication Scheme

The council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme, which details the information routinely and freely made available to the public. This includes:

- Council meeting minutes and agendas.
- Financial information.
- Policies and procedures.

Dodderhill Parish Council's Publication scheme is available on its website under the 'Policies and Procedures' tab: [publication-scheme-updated-2024-07-29.pdf](#)

## 4. Requesting Information

Members of the public have the right to request information held by the council. Requests must be in writing (including email) and should include the applicant's name, address, and a description of the information requested. Requests for environmental information do not need to be in writing.

## 5. Responding to Requests

The council will:

- Acknowledge receipt of the request within three working days but this may be longer if staff members are on leave.
- Respond to the request within 20 working days. If the request is complex, this period may be extended to 40 working days.
- Provide the information requested, unless an exemption applies.
- Provide details of where to find the information if available online or from someone else; see also paragraph 8 below.

## 6. Fees and Charges

The council may charge a fee for providing information. Charges will be based on the cost of photocopying, printing, and postage. If the cost of complying with the request exceeds £450, the council may refuse the request.

## 7. Exemptions

Certain information may be exempt from disclosure under the FOIA and EIR. Exemptions include:

- Personal data protected by the Data Protection Act.
- Information that could prejudice the commercial interests of the council or a third party.
- Information that is legally privileged.
- Information that is no longer readily available as it is contained in files which have been placed in archive storage, is difficult to access, or has been disposed of under the Parish Council's Document Record and Retention Policy.

## **8. Procedure for applicants requesting information**

- a) Applications requesting information in the first instance should be in written form such as letter or email and sent to the Clerk to the Council (contact details in paragraph 11 below). The applicant is required to provide their name (not needed if requesting environmental information), a contact address or email and a detailed description of the information wanted, for example whether asking for all the information on a subject, or just a summary.
- b) The applicant can ask for the information to be provided in a particular format such as paper or electronic copies, audio format, large print.
- c) As soon as it is received the request for information will be marked with the date of receipt.
- d) The council's reply to acknowledge receipt will be sent to the address provided, either by email or by post depending on the media in which the request was received or the applicant's wishes, with a copy of this policy and the attached Information Commissioner's Office (ICO) 'Do's and Don'ts' information for applicants. This acknowledgement will be sent within five days of receipt of request whenever possible. Office closure due to annual leave or similar circumstances may delay the acknowledgement.
- e) Requests should include a clear statement of the information required; if the request is unclear the Council may ask the applicant to be more specific which may delay the Council's response. Parish Council staff will endeavour to advise the applicant within five working days whether the application is sufficiently clear to enable the provision of a full response or whether additional information is required.
- f) Where the information is contained within the Council's Publication Scheme and is published online, the applicant will be directed to the Council's website.
- g) The Council will aim to respond to a request for information from an applicant under the above Act and Regulations within 20 working days.
- h) If payment is required under the scale of charges the 20 working-day period referred to in paragraph 6 above starts on receipt of the payment.
- i) The Council is not obliged to comply with repeated or vexatious requests.
- j) Certain information held by the Council may be classified as exempt under the Act, in which case the Council staff will advise the applicant.
- k) In some instances, in order to comply with Data Protection regulations, the information provided may exclude (redact) anything that will identify a living person.
- l) After responding to the applicant, the Parish Council will publish a summary of the FoI request and the Council's response on the Council's website.

## **9. Complaints and Appeals**

If a request is refused, the council will provide reasons for the refusal and inform the applicant of their right to appeal. Appeals can be made to the council in the first instance and then to the Information Commissioner's Office if necessary.

## **10. Review of Policy**

This policy will be reviewed biennially to ensure it remains up-to-date and compliant with current legislation.

## **11. Contact Information**

If you have any questions or concerns about this policy, please contact us via:

Email: [clerk@dodderhill-pc.gov.uk](mailto:clerk@dodderhill-pc.gov.uk)

Website: [Contact Us – Dodderhill Parish Council](#) via <https://dodderhill-pc.gov.uk>

Telephone: 01527 372548 (office telephone)

Post: Wychbold Village Hall, School Road, Wychbold, WR9 7PU

Council Meetings: calendar available online via <https://dodderhill-pc.gov.uk>

**Additional information** is available from the Information Commissioners Office:

Website: [Advice services for members of the public | ICO](#)

Website: <https://ico.org.uk/global/contact-us>

Telephone: 0303 123 1113



The following information is available on the ICO website: [How to access information from a public authority | ICO](https://ico.org.uk/your-data-matters/official-information/) - <https://ico.org.uk/your-data-matters/official-information/>

Do	Don't
Do find out who to send your request to. If you address your request directly to the appropriate contact within the authority, then you may receive a prompter response.	Do not use offensive or threatening language.
Do include your name, address and other contact details in the request.	Do not level unfounded accusations at the authority or its staff.
Do clearly state that you are making your request under the Freedom of Information Act/Environmental Information Regulations.	Do not make personal attacks against employees.
Do be as specific as possible about the information you want rather than asking general questions. Try to include details such as dates and names whenever you can. It may also assist the authority in identifying the information if you explain the purpose behind your request.	Do not use FOI to reopen grievances which have already been fully addressed by the authority or subjected to independent investigation with no evidence of wrongdoing being found.
Do re-read your request to check for any wording which is unclear or open to misinterpretation.	Do not make assumptions about how the authority organises its information or tell them how to search for the information you want.
Do use straightforward, polite language; avoid basing your request or question on assumptions or opinions or mixing requests with complaints or comments.	Do not bury your request in amongst lengthy correspondence on other matters or underlying complaints
Do specify whether you have any preferences as to how you would like to receive the information, for example if you would prefer a paper copy or to receive an email.	Do not use requests as a way of 'scoring points' against an authority
Do give the authority ample opportunity to address any previous requests you have made before submitting new ones.	Do not send 'catch-all' requests for information (such as 'please provide me with everything you hold about 'x') when you aren't sure what specific documents to ask for. If in doubt, try searching on the authority's website or enquiring whether any indexes and file lists are available. Alternatively, ask the authority for some advice and assistance in framing your request.
Do stay focused on the line of enquiry you are pursuing. Don't let your attention start to drift onto issues of minor relevance.	Do not submit frivolous or trivial requests; remember that processing any information request involves some cost to the public purse.
Do think about whether making a request is the best way of achieving what you want. If you have an underlying complaint, then it may be better to just take your complaint to the relevant ombudsman and let them investigate. NB The Local Government Ombudsman does not cover parish councils.	Do not disrupt a public authority by the sheer weight of requests or the volume of information requested. Whether you are acting alone or in concert with others, this is a clear misuse of the Act and an abuse of your 'right to know'.

Do aim to be flexible if the authority advises that it can't meet the full request on grounds of cost and asks you to narrow it down. Try to work with the organisation to produce a streamlined version of the request which still covers the core information that is most important to you.	Do not deliberately 'fish' for information by submitting very broad or random requests in the hope it will catch something noteworthy or otherwise useful. Requests should be directed towards obtaining information on a particular issue, rather than relying on potluck to see if anything of interest is revealed.
	Do not make repeated requests unless circumstances, or the information itself, have changed to the extent that there are justifiable grounds to ask for the information again.

From <https://ico.org.uk/your-data-matters/official-information>

## ICO Top tips

To make information requests as efficiently and effectively as possible, we suggest you take this approach:

1. **Search first.** Public authorities publish a great deal of information. You may find what you're looking for by searching online or looking at the website's sitemap. If the information is already in the public domain, it may be quicker to find it than ask for it. For more tips, see "Searching for information" below.
2. **Keep it clear.** Make your request as simple and straightforward as possible. Use simple language. Numbered lists or bullet-points might help you to structure your request. In general, try to make it as easy as possible for the public authority to understand what you want to receive.
3. **Be nice.** Even if you're dissatisfied with the organisation, try to put that to one side and focus on the information you want to receive. If possible, keep your information request separate from any ongoing email threads or complaints about wider issues.
4. **Read it twice.** Before you send a request, take another look at it to make sure it's clear and easy to follow. If you're unsure, you could seek a second opinion from someone you know. They might spot something confusing that you can fix before you send the request. If the public authority has to ask you to clarify your request, it will take longer for you to receive the information you want.

## Searching for information

The following resources could help you find the information you're looking for.

- Publication schemes, annual reports, policies and datasets published on public authorities' websites. These kinds of documents explain who the organisation is, what they do, how they do it, and how they are performing. If you can't easily find documents on their website, look for a sitemap, which may help.
- Disclosure logs on public authorities' websites. These allow you to read a public authority's responses to previous information requests.
- [WhatDoTheyKnow](#) is a public register of over 1 million information requests, and responses from thousands of public authorities.
- Advanced searches of a public authority's website. For example:
  - Use Google's [advanced search dashboard](#) or similar facilities on other search engines.
  - Add "site:" to your search query (eg "annual report site:ico.org.uk").
  - Search for a specific file type in your search query. In Google it's "filetype:" (eg "ICO annual report filetype:pdf").

- Previous website versions. Viewing historic snapshots of an organisation’s website may help you retrieve information which is no longer current. You can search for previous website versions using:
  - [UK Government Web Archive](#).
  - Not-for-profit organisation the Internet Archive’s [Wayback Machine](#).
- National regulators or other bodies. These organisations are likely to publish information they collect about the bodies they oversee. For example:
  - [Office of National Statistics](#) website.
  - Resources available through [gov.uk](#), including [www.data.gov.uk](#).
- Academic journals, reports or articles. These might require a subscription, but may also be available through a local library, employer, professional body or education institution.
- Civil society organisations, expert researchers and journalists. Expert organisations and individuals publish research and opinion, and share information on social media

### **Protect public money**

Gaining access to public information is your right and public bodies must respect that. However, requests do cost public bodies time and money to respond to. This is public money and we need to make sure it’s spent responsibly.

It is important that you don’t submit frivolous or trivial requests.

You should not make requests for the same information more than once, unless the information has changed a lot.

You should not make requests as a way of ‘punishing’ a public body if you think they have done something wrong. If you do any of the above, the public body could consider your request vexatious and refuse to action it.

~END~

## Agenda item 9: Clerk's Report

Updates to matters raised at previous meetings and not included elsewhere:

Minute no.	Subject	Status
24/06 9	In-house training dates a) for new/all members and b) for Chairs	In process
24/06 9	VAS Installations. First has been installed; awaiting WCC for second.	In process
24/06 9	Strategic Plan	In process
24/09 8a	Churchyard funding not agreed: church is to consider its closure	Awaiting instruction
24/09 9v	Local Government Boundary Review, to request review of warding	In process
24/09 vi	Damaged defibrillator cabinet: to arrange with Holiday Inn	In process
24/09 9vii	Un-sited defibrillator (asset review)	Awaiting instruction
24/09 9viii	Allotment tenancy renewals completed: vacant plots to be advertised	In process
24/09 10a	Private access arrangements onto Wychbold Park, including school.	In process
24/09 10c	Hires of temporary toilets during school holiday periods.	TBA 2025
24/09 10d	Arrangements for play equipment maintenance and clean-up	In process
24/09 10e	Contract renewals	In process
24/09 10f	Installation of white gates on the A38	Awaiting instruction
FC 24/03 10	Open investment account / savings account to comply with FSCS	FR 6.1
ITC 24/09 5	Website update and refresh	In process
ITC 24/09 6	Update to CCTV	In process

### Other matters – for information only:

- a) **Asset reviews** are ongoing with the support of the Assistant to the Clerk.
- b) **Subject Access Request (SAR):** continues.
- c) **Grounds maintenance:** contract arrangements ongoing.
- d) **Information request:** received 31/12/24 returned with request to outline what is being asked for.
- e) **Speeding in the parish:** A meeting has been arranged for Wednesday 22<sup>nd</sup> January 2025 at 19:00 at the Wychbold School Hall. This is an opportunity for a Q&A with the County Council Liaison Engineer. The Deputy Police and Crime Commissioner and the Cabinet Member responsible for County Highways issues will also be in attendance.
- f) **Utility Services for Village Hall (VH):** outstanding payment.
- g) **Outcome of VH inspection:** to be notified.
- h) **Pedestrian Crossing A38/Chequers Lane/Crown Lane:** raise at meeting on 22/01/2025.
- i) **Vehicular Exit/Road Markings Chequers Lane – Droitwich:** raise at meeting on 22/01/2025.
- j) **Pavement Parking:** raise at meeting on 22/01/2025.
- k) **Gravel Bins:** have been filled for the winter, but condition is to be checked.
- l) **Matters for future consideration:** the following were recorded at the previous council meeting as items to be discussed at the next meeting.
  - a. Plan for communicating with the electorate.
  - b. Update on the Crown Lane crossroads and widening the Chequers Lane/A38 junction.
  - c. Maintenance of the road grit bins.
  - d. Cars parked on footpaths.

Background information to these items is awaited.

- m) **Community Speed Watch (CSW).** The meeting organised by Rick Deller for Monday 2<sup>nd</sup> December at 7pm at the school for interested members of the public wishing to volunteer for the CSW programme was well attended. There has been good feedback from the community. Coun Deller has been asked to provide an update.
- n) **Planting of thorny tree on village green.** Platform Housing has been notified of concerns relating to their new planting of two thorny trees on the village green.
- o) **Miscellaneous items of correspondence received, all available [here](#):**

1	Various NALC updates
2.	WCALC update
3.	WCALC Wychavon area committee meeting minutes of previous meeting

4.	Wychavon DC newsletters / Parish Matters
5.	National Highways update re M5 improvements
6.	National Allotment Society
7.	MP updates

- p) **Youth Engagement:** A report has been prepared for members to consider the topic of youth engagement and will be circulated for consideration at the next council meeting.

**Agenda item 10: Decisions to be made.**

- a. **Facebook account:** to progress with old or new account.
- b. **Wider social media:** to join any other social media platforms.
- c. **Anti-terror checklist for DPC events,** page 14. To note recommendations and agree to incorporate the actions when needed.
- d. **Schedule of Full Council Meetings and agree date of Annual Parish Meeting 2025.**  
For the remainder of the 2024/25 civic year, the council had planned to meet on the fourth Monday of each month; the school can accommodate all of these dates.  
For the 2025/26 civic year, ie starting 1<sup>st</sup> May 2025, the fourth Monday may not tie in with school availability. The third Monday is being suggested.
- e. **Impney Ward vacancy:** approaches to advertise vacancy, already advertised on website, Facebook, noticeboards and local hotspots. To agree whether to ask Wychavon DC to issue poll cards or for the parish council to prepare and deliver its own leaflet.
- f. **DPC communications procedure:** to agree to internal and external process, page 15.
- g. **FA Grants:** funding available for pitch maintenance, storage and changing rooms upgrade, page 16..
- h. **Emergency access for school:** to agree the pathway treatment onto playing field.
- i. **Withdrawal of 145 bus service:** to support continued provision of service.

To note the following comments received from resident -

“Dear Ms Howarth, I am writing to you regarding the 145 and 145A bus services which either run between Droitwich and Rubery, or Webbs of Wychbold and Rubery respectively. You may already be aware that the current operator (Diamond) have announced that as from 5.1.25, the service 145A is being withdrawn and the 145 will no longer serve either Wychbold or Droitwich. There is information that these changes have been put on hold pending a review, but both the Diamond website (<https://www.diamondbuses.com/news/wm-service-changes-january-2025/>) and their buses still advise that the changes will take place. The service to Droitwich only currently runs every 2 hours or so on Mon to Sat with no service at all on Sundays. Not a very convenient service, but at least there is one.

It had been hoped that the implementation of HM Government’s National Bus Strategy: 2024 Bus Service Improvement Plans (BSIP) (copy attached for information) would result in an improvement to the rural bus services, rather than a reduction or withdrawal. It may well be that there are not many passengers on these services, however for those who do use it it’s a lifeline. It may also be that the service loses money, but the BSIP says “... there can be no return to a situation where bus services are planned on a purely commercial basis...”. I would request therefore that you use all your influence to ensure the above changes are cancelled and enable the services to continue to run – hopefully with an improved and more frequent timetable.”

### Agenda item 10c. ANTI-TERROR CHECKLIST

This template was written by the Martyn's Law Steering Group and last updated on 26 November 2024. This checklist outlines vital actions that parish and town councils of all sizes can take to enhance their local terrorism preparedness. While not exhaustive, these steps align with the anticipated requirements of the Terrorism (Protection of Premises) Bill, also known as Martyn's Law. By implementing these measures, parish and town councils can proactively contribute to the safety and security of their communities.

Action	Completed	Notes
Check if your indoor event or meeting will have between 200 and 799 people.		
Acknowledge that if your event has between 200 and 799 people, it will fall into the Martyn's Law standard tier.		
Does your parish or town council own the venue?		
If you hire out or allow other groups to use the facilities that you own, you will also need to ensure that they prepare adequately for possible terrorist attacks		
Follow the enhanced tier requirements if your facilities hold more than 799 people.		
Suppose your parish or town council is putting on an event in an area where the entrances can be manned to monitor entry into the event, such as where tickets are sold. In that case, it will also be affected by Martyn's Law requirements – check to make sure.		
If your parish or town council's venue or event has a capacity/attendance of less than 200 people, has your council opted out of standard tier requirements by formal resolution at a full council meeting?		
Does your parish or town council/venue have appropriate insurance coverage?		
Has your parish or town council completed a venue-specific risk assessment to satisfy insurance requirements for dealing with a terrorist attack?		
Has your venue/event-specific risk assessment considered the most likely type of terrorism risks and mitigation to reduce these (i.e. physical attack, injury using bladed or blunt weapons)?		
Does your event/venue-specific terrorism plan consider mitigation activity (eg training staff, creating early awareness of threats, etc.)?		
Ahead of Martyn's Law coming into legal effect, has your parish or town council considered the following factors:		
Develop awareness amongst all involved?		
If your parish or town has a village hall or similar venue run by a local charity, have you ensured that the charity is aware of Martyn's Law requirements?		
Start to discuss the subject with councillors and staff at meetings		
Train relevant councillors and staff		
Start thinking about each premises where you hold events or meetings		
Consider the most likely forms of terrorism at each venue and what you might do to stop it.		
If user groups use your premises, advise them of the upcoming legislation and explain that they will also have to have plans to deal with terrorism.		

## **Agenda item 10f**

### **Communications Process – internal and external: Report from Cllr Peter Evans**

#### **Background – internal**

Over the recent past, there have been some instances when parishioners have advised me of parish developments unknown to myself, as a councillor. This can be embarrassing and undermines the credibility of the individual councillor as well as DPC.

Reliance on social media is not adequate, as not all councillors are using social media. It is not satisfactory to expect individual councillors to inspect all items on the DPC website and/or 365 daily to search for items which may or may not be relevant.

Recent examples are two WDC/WCC meetings plus the proposed precept (for which background detail would be helpful).

#### **Proposal – internal**

That the Clerk, in conjunction with the Chair, advises councillors of what may be deemed important updates, perhaps on a weekly basis (aligned with issue via external channels). These updates need only be a reference to look at the relevant information. This would be more valuable than an update to refer to information available on “other” on 365 Outlook.

#### **Background- external**

- a) Since the election in May 2023, there has been no formal communication to residents of Dodderhill as to matters of update and progress on issues. This could lead to a perception that DPC is not progressing or achieving.
  
- b) I have concern that the publicity action taken re the vacancy in Impney Ward may not be adequately targeted or focused. To my knowledge via other sources, posters have been placed in Wychbold and Facebook has been used.

Communication is a double factor exercise. Production of a communication and circulation of that message to the appropriate target market are both as important as each other. . Reliance on channels that require a resident to search out information is not satisfactory. Direct communication rather than passive availability of information is needed.

#### **Proposal - external**

- a) That a schedule of communication be instituted to inform residents on a regular (not necessarily frequent) basis, using all available channels.
  
- b) That due consideration is given to positive, direct and focused communication through all channels on specifics such as councillor vacancies.

## **Agenda item 10g**

### **FA Grant : Report from Cllr Peter Evans**

#### **Background**

By dint of my personal involvement with Worcs Football Association, I became aware of potential grants for which DPC could be eligible.

A meeting was instigated on site, involving former councillor Mason plus myself with an FA representative.

A satisfactory report was produced by the FA and, as a consequence, a meeting took place just prior to Christmas at FA headquarters, involving the Chair and myself.

There are three areas for which there is a strong probability of financial support – pitch maintenance, storage facilities and upgrades to changing room facilities. No commitment has been made to progress any application as yet.

#### **Proposal**

That DPC approves appropriate applications to the FA be progressed.

## **Agenda item 10h**

**Emergency access for school:** to agree the pathway treatment onto playing field.

It has been agreed that the school may re-open the access gate between their playing field and the Wychbold Park playing field.

The school has appointed the contractor who is to make substantial improvements to their boundary, and as part of the tender, they have submitted the following proposals for the path:

*Path to new gate from school field to playing field Allowing for 6sqm*

*Option 1 To excavate and disperse spoil, import and compact type 1 road stone*

*Option 2 (to include option 1) But to overlay with bound rubber mulch(various colours available –gives a durable/ natural hard standing path.*

As this is will be an incursion onto the playing field where there has been none before, the Council needs to agree the arrangements.

Other pathways on the park are Cotswold stone type, or there is an option to lay grow-through grass mats.