



## Full Council Minutes.

1830hrs. Tuesday 19<sup>th</sup> October 2021.

Village Hall, Dordon.

**Present:** Cllr Mr B. Mylia (Chair), Cllr Mrs D. Watts, Cllr Mr J. Winter, Cllr Mr S Ridley, Cllr Mrs D. Ridley, Cllr Mrs B. Garratt, Cllr Mrs C. Morson.

Locum Clerk: Mr D. Reilly.

Cllr Jacky Chambers. NWBC

### **34 Apologies.**

Cllr Mr N Chapman and Cllr Mr P. Morson.

Cllr Andy Wright. WCC.

### **35 Public Participation.**

There were no members of the public in attendance.

### **36 Declarations of interest.**

With reference to Agenda item 54, Cllr Melia declared that:

- For application a - Dordon Community Store, that he was related to a committee member of the Community Food Bank and stated that he did not wish to request dispensation.
- For application b – Activities Group, that he is chair of the Activities Group.

### **37 Minutes of meeting 21<sup>st</sup> September 2021.**

The minutes of the Full Council meeting held on the 21<sup>st</sup> September 2021 were received and adopted.

**38 Matters arising from the meeting 21<sup>st</sup> September 2021.**

Minute	Details	Status
19. 17/8/21	Replacement Trees for Village Hall	Ongoing.
19. 17/8/21	Return of chain of office	Resolved
19. 17/8/21	Chairs of Parish Council Roll of Honour Board	Ongoing.
6. 21/9/21	Fire Alarm Safety Checks Village Hall.	On going
6. 21/9/21	Create Village Hall maintenance budget and proposed schedule of works.	Agenda item 55.
6. 21/9/21	Purchase new hot water urn.	On going
12. 21/9/21	Contribution to Community Award	On going
15. 21/9/21	Village Hall painting commission.	On going

**39 Minutes of Extraordinary Meeting 11<sup>th</sup> October 2021.**

The minutes of the Extraordinary Full Council meeting held on the 11<sup>th</sup> October 2021 were received and adopted.

**40 Matters arising from the meeting 11<sup>th</sup> October 2021.**

Minute	Details	Status
28. 11.10.21	Circulate copy of Local Development Plan	Completed
28. 11.10.21	Obtain 30 copies of the draft Dordon Neighbourhood Plan for consultation	Completed
30. 11.10.21	Create Nhd Plan budget and identify external funding sources.	Budget created.

**41 Update from NWBC & WCC.**

NWBC Cllrs Chambers updated the meeting.

**Action:** Cllr Chamber to clarify NWBC funding opportunities to contribute to the cost incurred by Dordon Parish Council in producing the Neighbourhood Plan.

**42 Standing Orders.**

The National Model Standing Orders were considered and deferred to the next meeting for amendment.

**Action:** Clerk to amend and re-present to Full Council on 16<sup>th</sup> November 2021.

**43 Code of Conduct.**

Members received and readopted the Code of Conduct. A dedicated report was circulated.

**Motion:** That Dordon PC readopt the Councillor Code of Conduct.

Proposed: Cllr Melia

Seconded: Cllr Watts

**Agreed.**

**44 Declaration of Office.**

Members stated they had already signed declarations of office.

**45 Members Register of Interests.**

Members stated that they had registered their interests.

**46 Financial Regulations.** Members received and adopted the National Model Financial Regulations. A dedicated report was circulated.

**Motion:** That Dordon PC adopt the National Model Financial Regulations.

Proposed: Cllr Melia

Seconded: Cllr Watts

**Agreed.**

**47 Procurement Policy.** Members received and adopt a Procurement Policy for Dordon Parish Council. A dedicated report was circulated.

**Motion:** That Dordon PC adopt the Procurement Policy.

Proposed: Cllr Mrs C.Morson.

Seconded: Cllr Watts

**Agreed.**

**48** Agenda numbering administrative error.

**49 Delegated Authority Locum Clerk.** Members received and considered a report proposing a scheme of delegation to the Locum Clerk to the council.

**Motion:** That Dordon PC adopt the Procurement Policy.

Proposed: Cllr Melia

Seconded: Cllr Watts

**Agreed.**

**50** Agenda numbering administrative error.

**51 Finance update.**

- a. Members scrutinise account balances and transactions from 21<sup>st</sup> September 2021 to 19<sup>th</sup> October 2021. A dedicated report to be circulated.
- b. Members received an update on the opening of the Unity Trust Bank Account.
- c. Members noted purchase orders issued and completed.

**52 To receive an update on Dordon Neighbourhood Plan.**

Members received and considered an update on the development of the Dordon Neighbourhood Plan.

**53 Update Highways England A5 Consultation Meeting.**

Cllr Chambers and the Locum Clerk provide a verbal update on the A5 consultation meetings held on 13<sup>th</sup> and 14<sup>th</sup> Oct.

**54 Sec 137 Grant Applications.**

Members considered the following Sec 137 grant applications.

Having agreed a personal interest Cllr Melia requested dispensation to speak on the Dordon Community Store application.

**Motion:** That Dispensation be granted to Cllr Melia to speak on matters a and c.

Proposed: Cllr Watts

Seconded: Cllr Mr S.Ridley.

**Agreed.**

- a. Dordon Community Store. Proposed: Cllr Watts. Seconded: Cllr Mrs D.Ridley. Grant £400. **Agreed.**
- b. Dordon Community Café. Proposed: Cllr Winter. Seconded: Cllr Mrs D.Ridley. Grant £400. **Agreed. ACTION:** Clerk to engage with Community Store to confirm storage plans and compliance with Fire Safety requirements.
- c. Dordon Activities Group. Proposed: Cllr Watts. Seconded: Cllr Mrs C.Morson. Grant £400. **Agreed.**
- d. St Leonards Church. Bid returned for clarification. To be considered at next Full Council Meeting.

**55 Dordon Village Hall Maintenance.**

Item carried forward to the next Full Council.

**56. Planning Applications and consultations.** Members noted the following planning applications.

Reference	Details	Status
PAP/2018/0744	Land South East Of M42 Junction 10 Trinity Road, Dordon. Non material amendment to PAP/2018/0744 dated 09/04/2019 for changes to the perimeter path external finishes, relocation of Ring Main Unit (RMU) and Transformer, bin store added to service yard and extent of retaining wall reduced.	Consultation expiry: 26.10.21
PAP/2021/0540	95 Long Street, Dordon. Two storey rear extension, including first floor windows in side elevation of existing property.	Consultation expiry: 23.10.21
PAP/2021/0551	68 Dordon Road, Dordon. Demolition of existing house, construction 4 no. dwellings, garage, associated parking and access.	Consultation expiry: 06.11.21

**57 Correspondence.**

Item	Subject	Status
Nil		

**58 Memorial Bench.**

Cllr Watts updated members on the manufacturing and siting of the memorial bench.

**59 Grounds Maintenance.**

A general discussion took place about grounds maintenance and tree planting at the village hall.

**60 A5 Footbridge.**

Cllr Watts updated Members on Highways England's maintenance proposals for the A5 footbridge. Cllr Watts reported that Highways England has not allocated funding to the project at this time and maintenance was next dues to be considered by Highways England in 2025. Cllr Watts reported that she has reported Disability Access concerns that the parish council had raised over the design of the current bridge structure.

**61 Training.**

Members noted and agreed the approval of planning training to Cllrs Ridley, Watts and Garrett.

**62 Police Report.**

Members received a written report on report crime and ASB from PCSO Simon Hodson.

**63 Parish Councillor's Reports.**

**Motion:** That the voluntary work of Mr Simon Smithson helping the parish council be recognised with the award of a £50 Sec 137 Grant.

Proposed: Cllr Watts

Seconded: Cllr Mrs D.Ridley.

**Agreed.**

**64 Date of Next Meetings:**

Tuesday 16<sup>th</sup> November 2021.

Tuesday 14<sup>th</sup> December 2021.

**65 Motion to Committee - Exclusion of the Public and Press.**

*Pursuant to Section1 (2) of the Public Bodies (admission to meetings) Act 1960, it is proposed that the public and representatives of the press be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

Proposed: Cllr Melia.

Seconded: Cllr Winter.

**Agreed.**

**66 Freaseley Common.**

The clerk gave a a report on Dordon Parish Council's interests in Freasley Common.

**67 Locum Clerk.**

Members received and considered a report on the employment arrangements of the Locum Clerk.

**Motion:** That Dordon Parish Council commission Warwickshire CAVA to provide payroll services; and that the Locum clerk be remunerated at SCP point 32, and receive a milage allowance for all journeys undertaken on Dordon Parish Council business, and received a month £15 allowance to pay for parish printing on his home computer.

Proposed: Cllr Watts.

Seconded: Cllr Mrs D.Ridley.

**Agreed.**

**END**