

DORDON PARISH COUNCIL

Minutes of a Meeting of the Parish Council held
on Thursday, 20th May 2021 at 6.30pm in Dordon
Parish Hall, Browns Lane, Dordon

Present: P Morson, D Watts, B Garratt, N Chapman, B Melia, S Ridley, D Ridley, C Morson
and J Winter

Also Present: County Councillor A Wright
R Young — Clerk to the Council

Ref.	Details	Action
1)	<p><u>Election of the Chairman of the Parish Council</u></p> <p>B Garratt proposed B Melia — seconded by D Watts. Counter proposal.</p> <p>N Chapman proposed J Winter — seconded by C Morson. For Proposal — J Winter, C Morson, P Morson, N Chapman. Against Proposal — D Watts, B Melia, D Ridley, S Ridley, B Garratt. Counter Proposal failed.</p> <p>Original Proposal of B Melia as Chairman.</p> <p>For Proposal — B Garratt, D Watts, D Ridley, S Ridley and B Melia. Against Proposal — P Morson, C Morson, J Winter and N Chapman.</p> <p>Resolved: That B Melia be appointed Chair of Dordon Parish Council.</p> <p><u>B Melia completed a Declaration of Acceptance of Office Form.</u></p>	
2)	<p><u>Election of Vice-Chairman of the Parish Council</u></p> <p>B Garratt proposed D Watts — seconded by D Ridley.</p> <p>For the Proposal - B Garratt, S Ridley, D Ridley, B Melia and D Watts. Councillors C Morson, P Morson, N Chapman and J Winter abstained.</p> <p>Resolved: That D Watts be appointed Vice-Chair of Dordon Parish Council.</p> <p><u>D Watts completed a Declaration of Acceptance of Office Form.</u></p>	

3)	<p><u>Apologies</u></p> <p>All Councillors in attendance.</p>	
4)	<p><u>Declaration of Interest</u></p> <ul style="list-style-type: none"> ➤ P Morson declared an interest in all matters relating to planning ➤ J Winter asked if new Declaration of Interest Forms should be completed. P Morson commented only if there have been any changes. The Clerk to check if new forms are needed. 	Clerk
5)	<p><u>Borough and County Councillors Report</u></p> <p>a) <u>County Councillor's Report</u></p> <ul style="list-style-type: none"> ➤ A Wright confirmed that a further release of grant funding would be made available from the 17th June 2021. <p>b) <u>Borough Councillor's Report</u></p> <ul style="list-style-type: none"> ➤ No matters reported. 	
6)	<p><u>Police Matters</u></p> <ul style="list-style-type: none"> ➤ D Watts advised that once lockdown restrictions were lifted, a Neighbourhood Watch Meeting would be organised. At present, only six may gather for this type of meeting. 	

7)	<p><u>Hall Report</u></p> <ul style="list-style-type: none"> ➤ The Clerk commented that it was hoped that Government restrictions will be lifted and allow the Hall to open on the 21st June 2021. <p><u>Hall Users Contact</u></p> <ul style="list-style-type: none"> ➤ Barnardo's — Back after 21st June 2021. ➤ Art World — Returning September 2021, dependent on any restrictions. ➤ Tai Chi — New booking. ➤ Boxercise — No confirmation. ➤ Dordon Activity — Bookings July and August. ➤ B Melia — Birthday Party. <ul style="list-style-type: none"> ➤ Removal of Silver Birch Tree from Hall Car Park. Clerk requested Quotations from V Potter, Treewise and Tonks Brothers. <p><u>Extension of Fire Alarm System</u></p> <ul style="list-style-type: none"> ➤ System to be extended to include two additional smoke detectors/ sounders in the Hall. Three companies approached for quotation. B Melia asked the Clerk to contact T2. The Clerk confirmed the Fire Alarm System is not monitored. 	
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	<p><u>Private Vehicle left on Hall Car Park</u></p> <ul style="list-style-type: none"> ➤ The Clerk to send a letter to the owner giving seven days to remove vehicle. B Melia asked the Clerk to request D Sullivan to lock the gates each night. 	
8)	<p><u>Minutes of the Previous Parish Council Meeting held on the 21st April 2021</u></p> <p>It was proposed (B Garratt), seconded (D Watts) and agreed that the Minutes of the Meeting held on the 21st April 2021 be approved as a true and correct record, subject to changing Annual General Meeting to Annual Parish Meeting on page 6.</p> <p>Resolved: That the Minutes of the Parish Council Meeting held on the 21st April 2021 be approved as a true and correct record, subject to the above amendment.</p>	

9)	<p><u>Matters Arising</u></p> <p>a) <u>Hodgetts Estates</u></p> <p>S Ridley reported a new satellite photograph is available of the Hodgetts site on Dordon Hall Lane showing forty lorries on site. The Clerk reported he had not received a reply from Lindon Morgan at NWBC regarding this matter. Andrew Wright agreed to take up this matter with Lindon Morgan.</p>	A Wright
	<p>b) <u>Key Safe</u></p> <p>The Clerk reported he had contacted insurers who stated should the Hall be left open by any Hall Users, we may not retain cover if we needed to make a claim.</p>	
10)	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> ➤ Evan Ross (NWBC) — Safeguarding Alert. The Clerk to display posters on Noticeboard. ➤ Katie Jane Brown (WCC) — Holly Lane and Abeles Way, Atherstone — Notice of Closure — 19th May 2021 until 1st June 2021. ➤ Stuart Harris — Mobile Bar Hire — Leaflet distribution at Hall. The Clerk confirmed a licence would be needed by anyone operating a bar in the Village Hall. It was agreed leaflets could be put in the Village Hall. ➤ Emma Ecob (NWBC) - Defibrillators across North Warwickshire locations. The Clerk to confirm the following:- <p>1 x Dordon Primary School 1 x Side of Library (Available when school open)</p>	
	<p>Councillors consider options for a Defibrillator at the Village Hall. S Ridley to contact the Merry Miner regarding cabinet transfer to the Village Hall. B Melia said Atherstone First Responder (Samantha) may assist with obtaining a Defibrillator.</p> <p>The Clerk to also enquire with A Wright regarding grants available.</p> <ul style="list-style-type: none"> ➤ NWBC — Annual Council Meeting — 24th May 2021. 	Clerk

11)	<p><u>Planning</u></p> <p>i) PAP/2020/0245 (Notice of Appeal) Land to the Rear of 50 New Street, Dordon Erection of Dormer Bungalow (Re-submission PAP/2019/0462) S Ridley and D Ridley Declared and Interest</p> <p>ii) PAP/2021/0236 Eltermere, Watling Street, Dordon Single storey rear and side extension.</p> <p>iii) PAP/2021/0200 Core 5 — Core 42 Business Park, Meridian Drive, Dordon Advertisement Consent for illuminated and Non-illuminated Signage.</p> <p>iv) PAP/2021/0275 34 Whitehouse Road, Dordon Single storey rear extension and conversion of garage to a granny annexe for use by elderly relative.</p>	
12)	<p><u>Website including History Section and Calendar of Events</u></p> <p>B Garratt reported the following:-</p> <ul style="list-style-type: none"> ➤ Next History Section circulated. ➤ Calendar of Events now on Website. ➤ Green Dordon Section for Environmental matters on website giving details of historic tree saved. ➤ Requested any Environmental articles to be sent to B Garratt for inclusion. ➤ D Watts suggested a token of thanks from Parish Council for work on Website undertaken by Simon Garratt. ➤ It was proposed, seconded and agreed a £25.00 Gift Voucher be sent to Simon Garratt for work on the Website. <p style="text-align: center;">Resolved: A £25.00 Gift Voucher be sent to Simon Smithson.</p> <ul style="list-style-type: none"> ➤ J Winter said a letter of thanks should be sent to Simon and Beverley Garratt. This was agreed. 	<p>Clerk</p> <p>Clerk</p>

13)

Financial Matters**a) Cheque Payments**

Date	Cheque No	Payee	Details	Payment Authorised	Amount £
20/05/21	104709	WALC	Subscription	Parish Council	785.00
20/05/21	104710	M Healey	Handyman	Parish Council	80.00
20/05/21	104711	Cubic Apple	Asbestos Survey	Parish Council	300.00
20/05/21	104712	PAST Limited	Electrical Work	Parish Council	504.00
20/05/21	104713	HMRC	PAYE	Parish Council	84.75
20/05/21	S.O.	R Young	Wages	Parish Council	338.97
20/05/21	S.O.	D Sullivan	Wages	Parish Council	520.00
20/05/21	S.O.	A Reynolds	Wages	Parish Council	106.73
20/05/21	S.O.	Waterplus	Water	Parish Council	268.23
TOTAL					£2,987.68

It was proposed, seconded and agreed to issue the above payments.

Resolved: To issue the above payments.

14)

Standing Orders

- Proposal to prohibit the Chair from holding office for two consecutive years.
- C Morson commented not all Councillors want to be Chairman and it should be the person who is right for the job at the time.
- It was proposed (S Ridley), seconded (D Ridley) and agreed that Standing Orders be amended to prohibit the Chair from holding Office for two consecutive years.

Resolved: Standing Orders to prohibit the Chair from holding Office for two consecutive years.

Standing Orders to be displayed on the Website.

15)	<p><u>Finance and Procurement</u></p> <ul style="list-style-type: none"> ➤ The Clerk to obtain from WALC a standard procurement procedure and circulate to Councillors for consideration. This subject to be included on next month's Agenda. ➤ Quotes for work to be undertaken to be based on the same specification. N Chapman commented it makes sense to provide a specification for the work and then request the quotes, not the other way round ➤ S Ridley highlighted that although it looked like we had a very good year financially, the figures included grants. 	Clerk
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	<p><u>Annual Return 2020/2021</u></p> <p>The Clerk reported the Receipts and Payments for the year 1st April 2020 — 31st March 2021 included on the Annual Return for 2020/2021.</p> <p>It was proposed, seconded and agreed the Chairman and Clerk should sign the Annual Return for 2020/2021.</p> <p>Resolved: The Chairman and Clerk to sign the Annual Return for 2020/2021.</p>	
16)	<p><u>Employment Committee</u></p> <ul style="list-style-type: none"> ➤ D Watts circulated to Councillors terms of reference for the Employment Committee. ➤ It was proposed, seconded and agreed that J Winter, B Melia, B Garratt and D Watts should serve on the Employment Committee. <p>Resolved: That J Winter, B Melia, B Garratt and D Watts should serve on the Employment Committee.</p>	

17)	<p><u>Village Shop</u></p> <ul style="list-style-type: none"> ➤ D Watts said we need to know what are the intentions of the Village Shop in the future. ➤ P Morson commented we have Parishioners who need the Village Shop. ➤ The Clerk to check on the legality of Village Shops post Covid-19 and also invite the Village Shop Committee to the next Parish Council Meeting. ➤ Clerk to also check if the Village Shop is covered by the Parish Council's insurance policy. 	Clerk Clerk
18)	<p><u>Memorial Bench</u></p> <ul style="list-style-type: none"> ➤ The Clerk to check with WALC if it is possible to have special dispensation to obtain one quotation as the proposed bench is of specialist design. If WALC advise it is acceptable, it was agreed the Clerk should order the Memorial Bench. ➤ It was proposed (D Watts), seconded (P Morson) and agreed that if Dordon Activity Group donate funds to the Parish Council to purchase a plaque for the bench, the Parish Council purchase the agreed plaque. <p><u>B Melia Declared an Interest.</u></p> <p>Resolved: The Parish Council purchase a plaque for a Memorial Bench with funds donated by Dordon Activity Group.</p>	Clerk
19)	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> ➤ S Ridley asked for "Dordon's Parishioner of the Month" to be added to the next Agenda. This is to recognise Parishioners who are doing exceptional work in the Parish. ➤ J Winter thanked P Morson on behalf of the Council for the work he has done as Chairman over the previous year. ➤ B Garratt outlined details of an Expression of Interest in a sustainability grant for Solar Panels for the Village Hall. ➤ D Watts commented she was interested in attending a Village Hall Reimagined Course. Clerk to include on Agenda of next meeting. ➤ B Garratt gave details of a Village Hall Regeneration Project and need to review in line with what is best for the Community. 	Clerk

20)	<u>Date of Next Meeting</u> ➤ Tuesday, 22 nd June 2021.	
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The meeting closed at 8.36pm

B Melia
Chairman