DORDON PARISH COUNCIL

Minutes of the Zoom Meeting of Dordon Parish Council
held on Wednesday, 21st April 2021 at 6.30pm

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

Also Present: County Councillor A Wright
One Member of the Public
R Young – Clerk to the Council

Ref.	Details	Action
1)	**Apologies** Apologies for absence were received from Borough Councillor J Chambers.	
2)	**Declaration of Interest** ➢ P Morson declared an interest in all matters relating to planning.	
3)	**Borough and County Councillors Report** a) **County Councillor's Report** ➢ No matters reported. b) **Borough Councillor's Report** ➢ No matters reported.	
4)	**Police Matters** ➢ D Ridley gave details of Anti-Social Behaviour and drug use in Dordon and Polesworth reported by a Parishioner. D Ridley reported details given to Police and included on social media. Neighbourhood Watch to be notified.	
5)	**Hall Report, Updates and Key Safe** **Hall Report** ➢ The Clerk reported that the first Hall User had started back today in a limited format. Slimming World were hoping to re-start their Wednesday and Thursday sessions fully. The Clerk also confirmed the Legionella Water Tests had given a clear reading. Also reported he had been informed verbally regarding the cost to extend the Fire Alarm System, including the addition of lights to assist people with hearing problems. Await written quote.	

Key Safe

- Referred to Employment Section.

Copy Quotes prior to any Decision

- S Ridley commented there was a need to circulate quotes for work to be undertaken to Councillors prior to any decision to ensure that any comparison is for like for like detail. Also said this is a serious matter and should avoid any critical perception on social media.

- It was proposed (S Ridley), seconded (D Watts) that in future all quotations for work are circulated to Councillors for review.

Resolved: To circulate quotations to all Councillors for review prior to a decision.

6) **Minutes of the Previous Parish Council Meeting held on the 17th March 2021 and 6th April 2021**

a) **Minutes of the Meeting held on the 17th March 2021**

It was proposed (S Ridley), seconded (B Melia) that the Minutes be approved, subject to the following amendments:-

230)	Delete:	"had agreed that Police would use".
	Include:	"in the process of using".
231)	Delete:	"Parish Council could be criminally liable".
	Include:	"Parish Council could be liable due to negligence".
231)	Include:	"D Watts commented there was no Health and Safety paperwork available at the time".
231)	Include:	"B Garratt had contacted two Health and Safety specialists (University Estates Health and Safety, and School Health and Safety) who stated without paperwork cannot open.
231)	Delete:	"until Risk Assessments produced".
	Include:	"until Risk Assessments completed and compliant with the law".
231)	Delete:	"Resolved: That the Parish Hall is closed to Users until Risk Assessments produced".
	Include:	"Resolved: That the Parish Hall is closed to Users until Risk Assessment completed and compliant with the law".
231)	Delete:	"P Morson and C Morson did not vote for this proposal".
	Include:	"P Morson and C Morson voted against the proposal and B Melia did not vote. Majority of 6 to 2".

236) Delete: "B Garratt commented she would like to take over managing the Website as D Watts very busy with Health and Safety matters".

Include: "B Garratt commented she would like to take over managing the Website from D Watts".

238) Delete: "D Ridley mentioned a resident on Dordon Hall Lane has massive bonfires".

Include: "D Ridley reported that two residents had separately mentioned that industrial plastic and commercial waste was being burned on Dunns Lane".

238) Delete: "S Ridley commented a Dog Bin was needed in Holly's Wood".

Include: "S Ridley commented members of the public on social media had requested a Dog Bin on the footpath next to Holly's Wood".

Resolved: That the Minutes of the Parish Council Meeting be approved as a true and correct record, subject to the above amendments.

b) **Minutes of the Meeting held on the 6th April 2021**

It was proposed (B Garratt), seconded (J Winter) that the Minutes be approved, subject to the following amendments:-

246a) Include: "D Watts said until work needed is completed, the Hall should have stayed closed. D Watts had sought advice from HSE who stated without the necessary paperwork, we would be in breach of Health and Safety".

246b) Include: "P Morson was asked to what power he had to make that decision".

246c) Delete: "The Clerk circulated to Councillors a Hall Risk Assessment prepared by P Morson, C Morson and E Ross".

Include: "The Clerk circulated to Councillors a Risk Assessment prepared by C Morson following from E Ross".

Resolved: That the Minutes of the Parish Council Meeting be approved as a true and correct record, subject to the above amendments.

7)	**Matters Arising from the Minutes** a) **Dordon Hall Lane** M Newham (WCC Highways) reported that Dordon Hall Lane is scheduled for structural patching in August 2021.	
	b) **Hodgetts Estates** No update reply received from Lindon Morgan at NWBC.	
8)	**Correspondence** ➢ NWBC – Robert Beggs – CEV Pausing of Shielding. ➢ WALC – LGA New Model Councillor Code of Conduct. ➢ NWBC – Use of Village Hall as Polling Station – 6th May 2021. ➢ NWBC – Planning and Development – 12th April 2021. ➢ NWBC – Waste Transfer Note. ➢ PKF Littlejohn – Notice of Audit. ➢ Chairman's Report – No comments added. ➢ J Chambers – Destruction of woodland.	
9)	**Planning** a) **Planning Applications Received** i) PAP/2021/0175 3, The Shortwoods, Dordon Erection of single storey rear extension. B Melia Declared an Interest ii) PAP/2021/0128 Ocado Distribution Centre, Birch Coppice Business Park Hazard Substances application for horizontal tanks. iii) PAP/2021/0132 Ocado Distribution Centre, Birch Coppice Business Park Installation of a BIO-LCNG refuelling station to refuel fleet of trucks. b) **Planning Applications Approved** i) MIA/2021/0008 – PAP/2018/0149 Land South East of M42, Junction 10, Trinity Road, Dordon Non-Material Amendment – Fire Exits, Roof Lights, Doors, External Finishes. ***Permission Granted***	

ii) DOC/2021/0014 – PAP/2018/0575
Core 42, Business Park, Meridian Drive, Dordon
Approval of details required by Condition 3 relating to Construction Management Plan.
Permission Granted

iii) DOC/2021/0022 – PAP/2014/0648
Land South East of M42, Junction 10, Trinity Road, Dordon
Approval of Condition 13 of planning permission relating to Construction Environmental Management Plan.
Permission Granted

iv) PAP/2021/0058
Land South West of M42 Roundabout, Watling Street, Dordon
Display of 2 No. illuminated logos on Building; 1 No. non-illuminated logo above reception doors, 2 No. flag poles and 1 No. directional totem sign.
Advertisement Consent

v) PAP/2020/0287
Lees Cottage, Dordon Hall Lane, Dordon
Retrospective Demolition of Barn and Reconstruction of single storey dwelling and garage.
Permission Granted
S Ridley and D Ridley declared an interest and took no part in this matter

10) Website including "History Section for Website"

B Garratt reported the following:-

- Working well with Facebook.
- Zoom password to be included with Agenda.

B Garratt thanked for work on Website.

11) Financial Matters

a) Cheque Payments

Date	Cheque No	Payee	Details	Payment Authorised	Amount £
21/04/21	S.O.	R Young	Wages	Parish Council	338.97
21/04/21	S.O.	D Sullivan	Wages	Parish Council	520.00
21/04/21	S.O.	A Reynolds	Wages	Parish Council	106.73
21/04/21	104698	Flame Fire	Fire Risk Assessment	Parish Council	299.00
21/04/21	104699	CISWO	Land Rental	Parish Council	89.07
21/04/21	104700	Past Ltd	PAT Testing	Parish Council	90.00
21/04/21	104701	HMRC	PAYE	Parish Council	84.75
21/04/21	104702	R Young	Website Subscription	Parish Council	129.00
21/04/21	104703	M Healey	Handyman	Parish Council	80.00

21/04/21	104704	NWBC	Empty Dog Bin	Parish Council	84.07
21/04/21	104705	WET	Legionella Risk Assessment	Parish Council	430.80
21/04/21	104706	HCI DATA	Domain Name	Parish Council	102.00
21/04/21	104707	Giles D Martin	Website Portal	Parish Council	350.00
21/04/21	104708	Past Ltd	Fire Switch plus Lighting Test	Parish Council	258.00
TOTAL					**£2,962.39**

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

Resolved: To issue the above payments.

b) **Receipts**

Hall Receipts: £247.00

12) **Any Other Business**

Standing Orders

- P Morson had stated that Standing Orders had not been verified at an AGM.
- S Ridley commented he had not seen anywhere in Standing Orders that they must be approved at an AGM. S Ridley said the Agenda states Review not Amend.
- P Morson replied he would check this matter regarding Standing Orders changes.
- S Ridley said the Parish Council must refer to the Standing Orders voted for in September 2019.
- D Watts mentioned she had sent out an email to change the date of the AGM to the 5th May 2021.

It was proposed (D Watts), seconded (B Garratt) that the AGM of the Parish Council be held on the 5th May 2021 by Zoom.

Resolved: To hold the AGM on the 5th May 2021 by Zoom.

Zoom Meetings

- P Morson reported that the Government decision to stop Zoom meetings was being challenged in the Courts. The Clerk to monitor this matter.

13) **Assessments, Policies and Donation Requests**

a) **Assessments**

- The Clerk to produce a schedule of renewal dates for Assessments.

	b) Policies ➢ D Watts said Terms of Reference for the Employment Committee circulated – Need comments. Committee needs to identify scope. P Morson said Employment Committee should be a Sub-Committee. The following subjects were mentioned:- ➢ Employee Retirement Age. ➢ Lone Working Risk Assessment, including walking alone to Hall. ➢ Employment Contract changes need to be agreed. **c) Key Safe and Employment Matters** ➢ Councillors to consider option to give trusted Hall Users a key to Hall to open and close, which would free time for D Sullivan. P Morson said problems could occur due to Covid situation as need to clean after each Hall User. C Morson commented need to discuss with D Sullivan and R Young. D Watts to circulate Terms of Reference again to Councillors as they need to be adopted. D Watts commented need to review a Personal Safety Policy. The Clerk to check with insurers regarding keyholders (Users). **d) Donation Requests** ➢ Councillors had reviewed the Donation Application Form circulated by B Melia. ➢ P Morson suggested Councillors compare with the Donation Application Form on Polesworth Parish Council Website to compare.	
14)	**Vote of No Confidence in the Chairman** > N. Chapman commented mistakes were made but P.Morson should be Chairman. ➢ B Melia commented the Parish Council voted to close the Hall and the Chairman overruled and made an Executive Decision to keep the Hall open, which brought the Parish Council into disrepute. ➢ D Watts agreed the Chairman overruled a decision of the Parish Council, knowing the Hall did not comply with Health and Safety. ➢ N Chapman said we made a decision to close the Hall and we had not got all of the facts. ➢ C.Morson commented that all of the Inspectors who had visited the Hall had not given notice to close as the Hall was safe. ➢ S Ridley said whether the Chairman was right or wrong, the Chairman had not got the power to overrule. ➢ C Morson said the Hall Risk Assessment was done the day after the Meeting as the priority was to continue to provide food and with hindsight must take into consideration there are people who depend on food parcels. ➢ Councillors agreed there was no alternative location for food distribution. ➢ D Ridley commented we are a democratic organisation and we cannot	

	have a Parish Council decision overruled by two Councillors. ➢ It was proposed (B Melia), seconded (D Watts) that a vote of No Confidence in the Chairman be approved. For: B Melia, D Watts, S Ridley, D Ridley, B Garratt Against: N Chapman, C Morson, P Morson, J Winter The Motion was passed. P Morson commented he had no intention of stepping down. ➢ The Clerk was requested to put "LGA 1972 – Donation Requests" on the Agenda.	
15)	**<u>Date of Next Meeting</u>** ➢ Wednesday, 5th May 2021 and 19th May 2021.	