

DORDON PARISH COUNCIL

Minutes of a meeting of the Parish Council held on Tuesday 17th
August at 6:30pm in Dordon Parish Hall, Browns Lane, Dordon

Present: B Garratt (BG), B Melia (BM), C Morson (CM), P Morson (PM), D Ridley (CR), D Watts (DW) and J Winters (JW)

Also Present: Borough Councillor J Chambers (JC)

County Councillor A Wright (AW)

Minute Taker S Smithson (SS)

Ref.	Details	Action
1)	<u>Apologies</u> <ul style="list-style-type: none">• Apologies were received from B Young (Parish Clerk), N Chapman and S Ridley.	
2)	<u>Public Participation</u> <ul style="list-style-type: none">• No members of the public were present.	
3)	<u>Declaration of Interest and Prejudicial Interest</u> <ul style="list-style-type: none">• No Declarations made.	
4)	<u>Borough and County Councillors Report</u> <ul style="list-style-type: none">a) County Councillors Report<ul style="list-style-type: none">○ No matters reported.b) Borough Councillors Report<ul style="list-style-type: none">○ P Morson reported that the Civic Parking consultation has been extended, and will come up at the Resources Meeting, which has been postponed for a fortnight.○ J Chambers said a full Borough Councillors report will follow, to be posted on the PC website.	
5)	<u>Police Matters</u> <ul style="list-style-type: none">• There were reports of 1 vehicle crime incident, 4 thefts and 8 cases of antisocial behaviour.• In addition, there is a report of drug dealing around Bardon view.	

6)	<p>Hall Report</p> <ul style="list-style-type: none"> • D Watts delivered a report, including the following items: <ul style="list-style-type: none"> ○ D Sullivan, Hall Facilitator, has carried out a safety inspection and a fire drill. ○ 2 repairs are needed: the kitchen guttering and a leaking hot water tap. ○ Jet washing is scheduled for the 20th August. ○ 3 quotes have been received for the replacement of the side door: <ul style="list-style-type: none"> ▪ £928.29 ▪ £983.37 ▪ £900 ○ D Watts proposed and J Winters seconded that the quote for £900, from Enviroseal, be accepted. This was carried unanimously. ○ Resolved: that Enviroseal be tasked with the work as per their quote. ○ D Watts stated that Enviroseal are a local firm, who could also look at the window seals at the same time. ○ P Morson pointed out that copies of the quotes should be sent to all Councillors. ○ Tonks Brothers have felled two trees outside the Hall, but not ground out the stumps. They have agreed to remove the stumps at a later date with no additional cost. ○ The extension of the fire alarm system has been delayed until the end of August or beginning of September 2021. ○ Enviroseal have quoted £5205 excl. VAT to replace all the misting window units in the Hall. 2 more quotes are required, waiting on the Parish Clerk. ○ A Wright asked if the Window units could be Degaussed instead of being replaced, as this may be cheaper than replacing the entire window glass units. • B Garratt reported that one of the Ladies Toilets in the Hall is wobbly and needs setting in place. • B Melia reported that at the recent Dordon Activity Group event, the dustbins outside the Hall were rammed full of food and infested with wasps, which stung several children. <ul style="list-style-type: none"> ○ D Watts proposed that either the bins should be emptied more regularly (£790 p.a. cost) or 	<p>D Watts to share quotes.</p> <p>Clerk to get 2 quotes.</p> <p>Clerk to get degaussing quotes.</p> <p>D Watts to add to repair sheet.</p>
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	<p>that we could use a community grant to build a new enclosure for the bins.</p> <ul style="list-style-type: none"> ○ P Morson suggested ringing Richard Dodds at Streetscape for a quote.. ○ B Garratt suggested some of the food could be processed with a Hot Bin Composter. ○ C Morson suggested we could give surplus food away; B Garratt said this could be promoted on Facebook and the PC Website. ○ D Watts said there is an app called “Too Good To Go” which could help sell surplus food. ○ B Melia pointed out that cardboard boxes should not be placed at the side of the building. 	<p>D Watts to get quote.</p> <p>B Melia to inform community store.</p>
7)	<p><u>Minutes of the previous Parish Council Meeting held on 20th July 2021</u></p> <ul style="list-style-type: none"> • It was proposed (D Watts) and seconded (C Morson) and agreed that the Minutes of the Meeting held on the 20th July 2021 be approved as a true and correct record. • Resolved: That the Minutes of the Parish Council Meeting held on the 20th July 2021 be approved as a true and correct record. 	
8)	<p><u>Matters Arising</u></p> <p>a) Off Street Parking</p> <ul style="list-style-type: none"> ○ The Parish Clerk has not yet sent a letter to North Warwickshire Borough Council asking them to justify putting time limits on the Long St and Derek Avenue Car Parks.. <p>b) Trees</p> <ul style="list-style-type: none"> ○ B Garratt stated that she has shared a list of trees good for wildlife from the RSPB with all councillors. <p>c) Dordon Wombles</p> <ul style="list-style-type: none"> ○ There has been one new name suggestion received from the PC website – “The Cuckoo Nest Cleaners”. ○ B Melia said there have been response on Facebook – he will chase up for the next meeting. <p>d) WiFi</p> <ul style="list-style-type: none"> • The Parish Clerk still needs to arrange for WiFi to be installed in the Village Hall. 	<p>Clerk to send the letter.</p> <p>B Melia to chase FB responses. Clerk to arrange WiFi.</p>

9)	<p><u>Correspondence</u></p> <ul style="list-style-type: none">• D Watts listed the correspondence received, including:<ul style="list-style-type: none">○ There will be a road closure in Hall Lane 16-19th August.○ The North Warwickshire Parish Council group have invited a representative from Dordon Parish Council to attend as a guest.○ Green Shoots have reported that the application for a grant was unsuccessful – D Watts stated that the new clerk will get every audit done, which will feed into a new application.	
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10)	<p>Planning</p> <ul style="list-style-type: none"> • New vents to be installed in Logistics Building opposite Hall End Cottages • New warehouse on existing site on land South West of M42 Junction 10 roundabout. <ul style="list-style-type: none"> ○ J Winters pointed out this is on the Meaningful Gap. ○ All objected to this application – The Parish Clerk is to write a letter expressing this objection. • Extension to industrial unit (SFS Gears). • 2 storey front and side extension to 2, Bardon View. • J Chambers said she had been contacted by a consultant employed by Hodgetts Estates – they are planning a new logistics site on the Meaningful Gap, involving a 150 space Lorry Park, but providing up to 1500 jobs (not necessarily local). A Zoom meeting is being proposed, but only involving Borough – not Parish – Councillors. J Chambers said she would ask them to invite Parish Councillors onto the Zoom call. • B Garratt said this area could be archaeologically sensitive. • B Garratt raised a listed building issue involving old farm buildings opposite Dordon Hall. <ul style="list-style-type: none"> ○ D Ridley declared an interest in this issue. ○ B Garratt said these buildings were on a Local List, but had been turned down for listing by English Heritage. ○ Several of these buildings, dating to the seventeenth century, have now been demolished and the bricks sold. ○ J Chambers said she was reapplying for emergency listing of the remaining buildings, as they should be part of the Dordon Hall Curtilage. ○ B Garratt said that Lees Cottage nearby is also probably 17th Century, and that in fact the area around Dordon Hall and along the Hollow Way should be a Conservation Area, as that is all that remains of Old Dordon. ○ B Garratt proposed and J Winters seconded that the council try again to have this as a conservation area – this was passed unanimously. 	<p>Clerk to write letter of objection.</p>
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	<p>Resolved: That the Parish Council apply for the site of Old Dordon – including the Dordon Hall area and the Hollow Way - to be made a conservation area.</p>	<p>Clerk to write letter to NWBC Heritage officer.</p>
11)	<p><u>Website including History section and Calendar of Events</u></p> <ul style="list-style-type: none"> • B Garratt said that the Youth Group no longer need the hall on Tuesday nights, but that a dance group may be able to use the slot. • A report on the tree planting at Freasley has been added to the ‘Green Dordon’ section. • The community café events may eventually clash with other bookings – but not yet. 	
12)	<p><u>Financial Matters</u></p> <ul style="list-style-type: none"> • D Watts went through all financial items. 	
13)	<p><u>Purchase of Defibrillator</u></p> <ul style="list-style-type: none"> • The Parish Clerk had reported that Defibrillators were either Manual or Automatic. • 3 Quotes had been received: <ul style="list-style-type: none"> ○ £840-1250 ○ £850-930 ○ £840 • J Winters said we should have an automatic Defibrillator. B Melia agreed, and said that the third quote (£840), from First Responders was for an automatic defibrillator, and included upkeep. • D Watts proposed and J Winters seconded the quote from First Responders be approved. This was passed unanimously. <p>Resolved: The Parish Clerk will engage with First Responders to deliver and install a Defibrillator at the Hall.</p>	<p>Clerk to follow up.</p>
14)	<p><u>Dordon Parishioner Award for contribution to the Community</u></p> <ul style="list-style-type: none"> • No comments. 	

15)	<p><u>Employment Committee (including New Clerk's Appointment)</u></p> <ul style="list-style-type: none"> • D Watts reported that the New Clerk position has been advertised on the WALC, Borough and Parish Council websites and on Facebook. Newspaper advertisements were too expensive. • One form has been requested, but no completed applications received. • B Garratt reported that the clerks at Kingsbury and Whittington had been recommended. • B Melia said he had found a temporary clerk, who would take the position for a maximum of six months on the same wages as then present clerk, on condition the PC were actively looking for a full-time clerk. • P Morson said that we could not officially take on this person until the advertisement expires. • C Morson said we had to take someone on to do the basics. • J Chambers said that WALC provide a locum arrangement with experienced temporary clerks in place – this is being used at Atherstone. • P Morson said we should check out the credentials of the temporary clerk proposed. • B Melia said that the person is a very experienced clerk. • D Watts proposed and B Melia seconded that the temporary clerk be taken on. <ul style="list-style-type: none"> ○ B Garratt , B Melia, D Ridley, D Watts and J Winters in favour. ○ C Morson and P Morson opposed. <p>Resolved: The Temporary Clerk be engaged for six months maximum, or less if the full time post is filled, or another arrangement is made.</p> <ul style="list-style-type: none"> • D Watts said she will continue advertising for the post. • B Garratt said she would let CAT know as there may be some interest from their staff. • D Watts said she could change the job criteria to attract more people. • D Watts said she would approach WALC to investigate their locum arrangements. 	<p>B Melia to follow up.</p> <p>D Watts to approach WALC.</p>
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e) 16)	<p><u>Traffic on the Hollow Way</u></p> <ul style="list-style-type: none"> • B Garratt pointed out the Hollow Way could well be 1000 years old. • D Ridley said there have been 3 car accidents in the past month; it is not fit to be a two-way route. • P Morson asked if the road could be blocked to motor vehicles, allowing access to pedestrians and cyclists only; there could be a line of bollards at the junction near Dordon Hall. • A Wright said he would investigate the idea of blocking this end of the Hollow Way and report back. 	A Wright to follow up.
17)	<p><u>Parish Council Grants</u></p> <ul style="list-style-type: none"> ○ D Watts reported that no requests have been received yet. 	
18)	<p><u>Social Media</u></p> <ul style="list-style-type: none"> ○ No comments. 	

19)	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • J Winters asked about the replacement trees for the ones removed from the Hall; this was mentioned in the previous minutes. • J Winters asked if the photos of past parish councils in the meeting room could come into the main hall. • B Garratt asked if there was a Chain of Office for the PC Chair; P Morson confirmed he had it and would return it for the current Chair – and said that missing pins needed to be added for the recent Chairs. • P Morson also said there was a wooden board listing all Chairs of the Parish Council, which the Clerk should have along with the meeting room photos. • C Morson said she wanted to raise a series of questions directly with the Chair, in order to clarify issues of Parish Council democracy. She said she would like these questions to be entered into the minutes. <ul style="list-style-type: none"> ○ The questions are as follows: <ol style="list-style-type: none"> 1. Can you confirm that Parish Council members’ democratic rights will not be compromised, and members have a right to have opinions, discussions, and a right to vote on all Parish Council matters? 2. Can you confirm that when 2 Parish Council members request a special/extraordinary meeting that you do not have the power to disallow this meeting and members can ask the clerk in 7 days to arrange a date and put out an agenda? 3. Can you confirm what your role is as chair? ‘I would like clarification on exactly what your position is, in relation to Parish Council democracy otherwise any decisions <u>not</u> taken correctly are not legally binding, as we can’t be held responsible when things go wrong.’ <ul style="list-style-type: none"> ○ A heated discussion ensued: ○ Re Question 1, C Morson and P Morson said that matters had been decided by the Chair without a vote being allowed. B Melia and D Watts disagreed, B Melia stated that “the Parish grants had been discussed at 6 previous meetings under P Morson’s chairmanship from November and all grant application forms had been agreed”, also saying that “members do have a right to have opinions and to vote on all Parish Council matters, and that the incident in 	<p>Clerk to confirm this is in progress.</p> <p>P Morson to return chain of office.</p> <p>Clerk to locate the board and the photos.</p>
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	<p>question was recorded in the minutes as correct by all councillors”.</p> <ul style="list-style-type: none"> ○ Re Question 2, there was disagreement whether a Special meeting was allowed at all; before this incident D Watts proposed the contracts of employment be agreed – councillors discussed and were ready to agree but C Morson said to wait and discuss at a further meeting, allowing more councillors to discuss and be present; hence why an Extraordinary meeting was voted. The advice from WALC was that Extraordinary (rather than Special) meetings are allowed, if requested by 2 members or more – and they must be public meetings. ○ Re Question 3, B Melia said that “the chair’s role was the same as it was under the previous chair but I am allowing democratic votes to take place”; P Morson said then that is what he should do. ○ J Winters left the meeting during this discussion. ○ D Watts said that the memorial bench is with the galvanisers, being cleaned up. ○ D Watts said that the Hall Facilitator has asked that cleaning the facilities be added to her job description; this was agreed by all, as long as it was not adding extra work – D Watts said she and Debbie had agreed this was simply accepting what her current role included. ○ D Watts also said that Debbie has also asked that Hall Bookings be moved from the Clerk to the Hall Facilitator’s responsibility. <ul style="list-style-type: none"> ○ C Morson asked if this was overloading Debbie too much ○ P Morson said the Clerk was still receiving cheques for Hall bookings ○ Others pointed out that all payments are now via bank transfer, following Covid guidelines ○ D Watts said Debbie was also doing monthly checks of Health and Safety Compliance within the Hall – she had asked for these forms (simple checkboxes) herself; it was agreed by all that Debbie should have any additional training as and when required. 	<p>D Watts to update job description.</p>
20)	<p><u>Date of next meeting</u> Tuesday 21st September 2021.</p>	

Part 2 – Exempt Information – Exclusion of Press and Public

Ref.	Details	Action
21)	<p><u>Freasley Common</u></p> <ul style="list-style-type: none">• D Watts said we are waiting for a date for the site visit of Baxendale surveyors.• B Garratt asked if we should write to all residents of Freasley; P Morson said this should wait until after the survey is concluded.	
22)	<p>Neighbourhood Plan</p> <ul style="list-style-type: none">• D Watts said that Helen Metcalfe has put in a bid for £3295, awaiting the design codes to go in the master plan.<ul style="list-style-type: none">○ There is one day's work to take it up to regulation 14.○ Another £500 is needed to produce a SEA (Environmental Assessment) – Warwickshire will not do this themselves – it was suggested they could pay us to do it?• There is a possibility of putting up consultation displays at other events, possibly as a stall or display at the back of those events.	

The meeting closed at 8:17 PM.