WARNDON VILLAGES PARISH COUNCIL

Minutes of the Annual meeting of Warndon Villages Parish Council, commenced 7.00 p.m. on Monday 11 May 2026 at the Lyppard Hub

Present: Cllrs V Bayliss, S Forrest (Chair), L Hodgson, S Hodgson, D Merriman, J Rudge, A Taylor

In attendance: the Clerk, Cllr A Cross (City and County), Cllrs J Renshaw and A Tidy (St Peter's Parish Council), PCSO David Anderson. There were no members of the public present.

Election of Chair and signing the Declaration of Acceptance of Office

Cllr Taylor proposed, seconded by Cllr L Hodgson that Cllr Forrest be elected Chair of the Council. Council voted unanimously to elect Cllr Forrest to the Chair.

Election of Vice-Chair and signing the Declaration of Acceptance of Office

Cllr Rudge proposed, seconded by Cllr L Hodgson that Cllr Taylor be elected Vice-Chair. Council voted unanimously to elect Cllr Taylor Vice-Chair.

To receive and consider **Apologies for Absence**

Apologies were received from Cllr K Collier and Cllr S Murray (City)

Declarations of Interest

There were none.

1155. **To approve the Minutes of**

(i) the meeting of the Parish Council held on 13 April 2026

Cllr Merriman proposed, seconded by Cllr L Hodgson that the Minutes be approved. Council resolved to approve the Minutes.

1154. **Police Report**

(i) To receive reports and recent communications and consider if follow up action is required

PCSO Anderson advised that the current top issues of concern to the parish residents are use of e-scooters and e-bikes, anti-social riding on pavements, presence of drug use in the Villages and speeding incidence on the roads.

Information gathering as to the location of e-bikes and scooters is ongoing. These are not insured for use on the roads, and they can be seized y the police. Mini-ops can be set up as preventative measures to deter road racers and speeding. Police can monitor 'meet points' in the Villages and record licence plates. A noticeable police presence tends to deter these drivers.

Residents are encouraged to report all and any incidences and information to the police to enable data gathering and preventative action. The SNT drop-in sessions can be organized to meet public demand from residents. PCSO Anderson to provide updated details of the local SNT team and an article will be produced for the upcoming Newsletter. The Clerk to update the website accordingly and Cllr Merriman to disseminate via social media.

(ii) To consider measures to reduce speeding on Warndon Villages roads: working group

There was nothing to report.

1155. To receive a report from the **County Councillor**

The report was received and taken as read. There will be ongoing closure of Tolladine Road for maintenance and utility works. These will be highlighted on the website. Council raised the issue of the bollards at Trotshill Lane East side of the A4440 and the irregular siting/spacing of the bollards at the crossing (meant to deter large vehicle or motorcycle access). Council to ask for clarity on the decision and rationale for the siting/spacing.

1156. To receive a report from the **City Councillors**

The report was received and taken as read.

1157. **Environmental Matters**

(i) To receive reports from Councillors

The report was received and taken as read. The Lengthsman contract for 2026-27 has been approved and will be submitted.

(ii) To receive the VAS/SID report

The report was received and taken as read. The Plantation Drive unit whilst recording data has been failing to display speed and needs to be checked/reset.

(iii) Apex Ponds

There was nothing to report. The Clerk to chase progress on the contract with the solicitor.

(iv) Location of dog waste bins in the parish

Cllr Rudge to request that the bin on Hastings Drive be re-sited on to a plinth to alleviate the disposal issues.

(v) Play areas

Cllr Merriman proposed, seconded by Cllr L Hodgson, that the Council consider awarding funding of 50% of the costs for refurbishment of the Lyppard Hub play area equipment. Council resolved to approve the expenditure.

1158. **Communications**

(i) Communications Working Group

Proposed dates for the next WG to be confirmed.

(ii) Facebook, Website, Newsletter

The report was received and taken as read. There has been an increase of over 200% in Facebook traffic over the last few months.

1159. **Planning and Rights of Way Matters**

(i) To receive reports from Councillors, including updates on current applications, decisions, and recent responses and notes from recent Planning & Rights of Way Working Group meetings
(ii) To consider the Parish Council's response to pending applications

Application no: 26/00324/CLE
Address: 18 Chesterton Gardens, Worcester, WR5 1SR
Description: Lawful Development certificate for the existing use of property as a five-bedroom house of multiple occupation (use class C4).
Objection Y/N: N/A
Council comment: Outside the Parish but in Leopard Hill ward

Worcester City Council Planning determined the following decision:

Application no: 26/00240/GPJ
Address: Unit 10 -12, Hornhill Road, Nunnery Way, Worcester, WR4 0SX
Description: Prior approval application for the installation of solar panels to pitched roof areas.
Decision: Approved

(iii) To receive an update on the Neighbourhood Plan

There was nothing to report.

(iv) To receive an update on the Town Deal Board

There was nothing to report.

(v) To receive an update on the South Worcestershire Development Plan

There was nothing to report.

(vi) Unadopted land adoption schedule

There was nothing to report. The issue has been raised at City Council leaders level and needs to be pushed through before the transfer to new unitary authority.

(vii) Divorced footpaths

There was nothing to report.

(viii) ACV application

There was nothing to report.

1160. **Leisure and Community Affairs**

(i) To receive reports from Councillors, including updates on the following matters:

(a) Allotments

There are continuing issues with the water standpipes. Parts have been ordered and should be installed by the end of the week. Warwick Neale (City Council) has agreed to the planting of thorn hedges around parts of the site to replace the current fencing. The Environment Committee to look into this.

(b) Defibrillators

All units are operational and new unit cabinet signs have been purchased.

(ii) Bleed kits

The police have indicated that they are in favour of establishing bleed kit sites around the parish. Tesco supermarkets and the Lyppard Hub might be suitable locations although there is currently no provision. Cllr Forrest to speak to The Daniel Baird Foundation Bid for advice.

(iii) Benches project

There was nothing to report. Cllr Merriman is compiling a map of the location of benches in the parish – both Parish Council and City Council provision.

(iv) Bikeability cycle training

There was nothing to report.

1161. **Financial Matters**

(i) To receive the Clerk's Financial reports 2026-27 YTD
  (a) Annual budget by centre
  (b) Cashbook report showing receipts and payments
  (c) Trial Balance

The reports were received and noted.

(ii) To approve accounts for payment and receive details of cash receipts for information

Payments	**£**
WaterPlus – Mabbs Allotments water	70.78
UTB - service charges April 2026	8.80
Susan Carr – Clerk salary April 2026	1170.05
HMRC – Clerk PAYE March 2026	272.21
DandD Services - 365 licence + ICT support April 2026	353.77
Worcestershire CALC – annual subscription	1938.33
Dura ID Solutions – security tags	49.08
RCA Regeneration – NP ongoing support	54.00
Rialtas – software support and maintenance 2026-27	506.40
Worcestershire PAT Testing – assets PAT testing	60.00
Worcester City Council – Parish warden and grass cutting 2025-26	73,503.60
Cllr D Merriman – Parish Warden equipment	13.99
S Carr – clerk expenses, Zoom subs, mobile fees, postage, stationery	112.97
Warndon Parish Council- transfer to deposit account	45,000.00
Receipts	**£**
Redwood Bank - Interest April 2026	201.38
Worcester City Council – annual grant + precept instalment	63,461.00
Mabbs Allotments – rents	2080.88

Council noted and approved the expenditure.

(iii) To review the Council's expenditure incurred under s.137 of the Local Government Act 1972

The Parish Council made an award of £1000 to fund the Lyppard Winter Warm Hub in 2025-26

(iv) To accept the internal auditor's report 2025-26

Council noted and accepted the internal auditor's report for the 2025-26 year. As recommended by the auditor's report, the Clerk is currently drafting an Investment Policy to be recommended by the Finance Committee for approval at the next Council meeting. The report also noted the current draft IT policy which will be amended and updated for approval at the next Council meeting.

(v) To approve the Annual Governance and Accountability Return (AGAR) 2026 for submission to external audit

Council resolved to approve and recommend the AGAR forms for Submission to the External auditor.

(vi) To review arrangements for insurance cover in respect of all insurable risks to 31st May 2027, with AJG Community Schemes (Hiscox) arranged by Gallacher Insurance Brokers

The insurance premium is £ 1088 for 2026-27 – the second of a three-year fixed rate premium agreement with the current insurers. Apex Ponds will most likely be covered under the current scheme public liability, but Council can request re-quote later if necessary.

(vii) To review the Council's and/or staff subscriptions to other bodies

Council reviewed and approved the continued subscriptions to CALC, SLCC

NALC £1938
SLCC £ 190

1162. To receive **reports from outside bodies**

(i) Lyppard Hub Management Board

Council noted the Lyppard Hub accounts February – March 2026. It was evident that income from room hire and events is reduced compared to previous reports.

(ii) Worcester City Standards Committee

There was nothing to report.

(iii) CALC updates which affect the Parish Council

There were none.

1163. To **review and adopt**

(i) Standing orders
(ii) Code of Conduct

(iii) Complaints Procedure
(iv) FOI and Data Protection Policy
(v) Council procedure for inspecting fixed assets
(vi) Financial Regulations, including inventory of assets

Council reviewed the core policies, Cllr L Hodgson proposed, seconded by Cllr Taylor that adoption be approved with only minimal editing of the Standing Orders. Council resolved to adopt and renew the policies.

1164. To **review Terms of reference Committees and Working Groups**

(i) Environment Committee
(ii) Finance Committee
(iii) Planning and ROW WG
(iv) Speed Safety WG
(v) Staffing Committee
(vi) Urgent Business Committee

Council reviewed and approved the ToRs with no amendments.

1165. To **appoint individual Councillors to roles and responsibilities**

• Allotments	Cllrs S Forrest, J Rudge (Deputy)
• Defibrillators	Cllr V Bayliss, S Hodgson (Deputy)
• Communications Portfolio	Cllrs D Merriman, K Collier (Deputy)
• Facebook	Cllrs D Merriman, K Collier (Deputy)
• Newsletter	Cllrs D Merriman, S Forrest(Deputy)
• Website	Cllrs D Merriman, K Collier (Deputy)
• Speed machines	Cllrs S Hodgson, K Collier (Deputy)
• Finance Portfolio	Cllrs S Forrest, L Hodgson (Deputy)
• Environment Portfolio	Cllrs D Merriman, J Rudge (Deputy)
• Planning RoW Portfolio	Cllrs S Hodgson, A Taylor (Deputy)
• Leisure & Community Portfolio	Cllrs K Collier, L Hodgson (Deputy)
• Neighbourhood Plan	Cllrs A Taylor, D Merriman (Deputy)

1166. To **appoint Councillors to represent the Parish Council at meetings with outside Bodies**.

• Worcs CALC Area	Cllrs L Hodgson, D Merriman
• Worcs CALC Executive	Cllrs L Hodgson, D Merriman
• Lyppard Hub	Cllrs L Hodgson, S Hodgson
• Worcs City Standards Board	Cllrs S Forrest, A Taylor
• Town Deal Board	Cllr L Hodgson

1167. **Parish Name Change**

The Clerk reported that the remaining elements of the schedule are under way now that the majority of councillors have completed domain change procedure.

1168. **Local government changes: devolution**

(i) Community governance review

Cllr Forrest confirmed that Warndon Villages Parish Council will indicate a preference to remain as an independent stand-alone Parish Council. There should be full and proper consultation with the PC and any proposal for the abolition of the PC must be on the basis of a public-led initiative. Cllr L Hodgson proposed, seconded by Cllr Taylor that the Parish Council submit its recommendation as outlined. Council resolved to approve the recommended preference.

1169. **Councillors' Reports and Items for Future Agendas**

Lyppard Hub Summer Fair.

1170. **Date of the Next Meeting: Monday 8 June 2026, 7.00 pm, Lyppard Hub**

The meeting closed at 9.22pm

Signed:…… Date:……..

(Chair)