WARNDON VILLAGES PARISH COUNCIL

Minutes of a meeting of Warndon Villages Parish Council, commenced 7.00 p.m. on Monday 5 October 2026 at the Lyppard Hub

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

In attendance: the Clerk, Cllr A Cross (City and County), two members of the public

To receive and consider **Apologies for Absence**

Apologies were received from Cllrs K Collier, S Murray (City) and J Rudge

Declarations of Interest

There were none.

Open Session

One non-Parish related issue was raised concerning unadopted land and non-management by City Council of planted trees. Cllr Forrest to pursue the matter with Tracey Griffiths at City Council.

1218. **To approve the Minutes of**

(i) the meeting of the Parish Council held on 7 September 2026

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

1219. **Police Report**

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

There was nothing to report.

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

Cllr Collier to update Council on discussion at the recent meeting of the WG.

1220. To receive a report from the **County Councillor**

The report was noted and taken as read. Cllr Cross advised that if residents do not comply with requests to cut back hedges on their properties overhanging public pavements and roads then the Council can

intervene and take action to improve access on public space. However, this can only be done in response to recorded complaints.

1221. To receive a report from the **City Councillors**

The report was noted and taken as read.

1222. **Environmental Matters**

(i) To receive reports from Councillors

The report was noted and taken as read. The Parish Warden has now completed training on working at height which will enable him to manage VAS and SID units, subject to risk assessment. Cllr Merriman to submit response to the woodland management plan consultation. Fencing timber for Newark Green has been ordered. An action plan for pond management has been produced with the City Council, WEG and other environmental groups in the parish.

(ii) To receive the VAS/SID report

The report was noted and taken as read.

(iii) Apex Ponds

The Parish Council will shortly finalize the purchase of the land.

1223. **Communications**

(i) Communications Working Group

There was nothing to report.

(ii) Facebook, Website, Newsletter

Cllr Merriman's report was noted and taken as read. Facebook activity has been quiet over the summer with minimal post on the website.

1224. **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: 26/00856/TPOA
Address: Lyppard Grange nature reserve, Ankerage Green, Worcester, WR4 0ND

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Description: MZ8-97-MGU Hybrid Black Poplar (Populus × canadensis) - Framework reduction by 50%. CFX-142-28C White Poplar (Populus alba) - Pollard
Objection Y/N: No
Council comment: No objection to this, Detailed expert reports provided.

Application no: 26/00746/ADV
Address: Unit 17, Shipston Close, Worcester, WR4 9XN
Description: External building signage
Objection Y/N: No
Council comment: On parish boundary new signage to accommodate "Leapmotor" a Chinese EV car maker.

Application no: 26/00829/TPOA
Address: Apex Park, Wainwright Road, Worcester, WR4 9FN
Description: Oak (4623) - Crown reduce limb over fire escape which is growing towards building. To give building plenty of space and take the weight out of the limb to minimise future failure due to the large cavity. Remove major deadwood.
Objection Y/N: No
Council comment: Reasons in proposal provide justification.

Application no: 26/00790/HP
Address: 44 Homestead Avenue Worcester WR4 0DA
Description: Single storey front and rear extension
Objection Y/N: No (unless parking provision is inadequate)
Council comment: The rear replaces an existing conservatory. Front garage becomes a downstairs bedroom increasing number of bedrooms from 3 to 4. This increase in number of bedrooms may impact on parking provision especially as it is not clear from the drawings does the front does not extend past the existing porch.

Application no: 26/00780/TPOA
Address: Marsh Avenue Worcester WR4 0JH
Description: English Oak - Crown reduce by 2 metres
Objection Y/N: No
Council comment: Tree has bulging/swelling/open cavities.

Worcester City Council Planning determined the following decisions:

Application no: 26/00670/TPOA
Address: Great Oaty Gardens Worcester
Description: Oak - Crown reduce by 3 metres
Decision: Approved

(iii) To receive an update on the Neighbourhood Plan

There was nothing to report.

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

A new SWDP has been launched which Cllr Taylor is monitoring.

(v) Unadopted land adoption schedule

There was nothing to report.

(vi) Divorced footpaths

There was nothing to report.

(vii) ACV application

There was nothing to report.

1225. **Leisure and Community Affairs**

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

(a) Allotments

Cllr Forrest's report was noted and taken as read.

(b) Defibrillators

All units are currently operational.

(ii) Bleed kits

There was nothing to report.

(iii) Benches project

The bench schedule and plan are yet to be completed.

(iv) Bikeability cycle training

There was nothing to report.

1226. **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

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(c) Trial Balance

The reports were received and noted.

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

Payments	**£**
UTB - service charges September 2026	8.20
Waterplus – Mabbs allotments water	470.44
Waterplus – Mabbs Allotments water	94.11
Susan Carr – Clerk salary September 2026	1,343.55
HMRC – Clerk PAYE August 2026	271.29
DandD Services - 365 licence + ICT support September 2026	360.21
Dawn Merriman – expenses	76.79
PKF Littlejohn – external audit fee	504.00
Mfg Solicitor (Apex Ponds purchase completion fee)	4,200.00
Receipts	**£**
Redwood Bank – Interest September 2026	289.72
Mabbs Allotments – rents + deposits	26.00

Council noted and approved the expenditure.

(iii) To report: Notice of Conclusion of Audit 2025-26 and External Auditor Certificate

Council noted the Notice and Certificate which conclude the audit process for 2025-26. There were no issues to be addressed.

1227. To receive **reports from outside bodies**

(i) Lyppard Hub Management Board

Council received and noted the recent financial reports and were pleased to observe the positive state of the Hub finances.

(ii) Worcester City Standards Committee

The Committee is due to meet on 19 October 2026.

(iii) CALC updates which affect the Parish Council

There were none.

1228. To **review and adopt**

(i) Investment Policy

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Cllr L Hodgson proposed, seconded by Cllr Taylor that the policy be approved and adopted. Council resolved to adopt the policy.

(ii) IT Policy

In view of recent developments in use of AI for Council business and consequent effect on policy, a working group will look further at the policy and merge with a use of AI policy to form a coherent covering policy. Cllrs Forrest, L Hodgson, Merriman, and Taylor to form the WG with the Clerk in attendance.

1229. To report: **Parish Council Meetings Schedule 2027**

The following dates were agreed and rooms booked with the Hub:

Monday 11 January
Monday 8 February
Monday 8 March
Monday 12 April
Monday 10 May Annual Meeting
Thursday 13 May Parish Meeting
Monday 7 June
Monday 12 July
Monday 13 September
Monday 11 October
Monday 8 November
Monday 13 December

1230. **Parish Name Change**

There was nothing to report. The process is yet to be finalized.

1231. **Local government changes: devolution**

(i) Community governance review

Cllr Forrest reported that since the CGR was suspended on 7 September, revised information for residents was produced and finalised on 30 September. LGR and CGR will go ahead but the timetable for implementation is still under review. A case is being made for the Parish to retain its independence. A second stage consultation will run from 29 October – 10 December 2026, during which time the parish Council will update its social media regularly and produce publicity for key locations.

City Council to vote on the outcome of the review by 31 January 2027 and a CGR order to take effect from February 2027.

1232**.** To consider:

(i) Parish Plan working group

(ii) Parish Emergency Plan

Cllrs Forrest, L Hodgson, and Merriman to form a working group to consider Cllr Forrest's proposed 5-year Parish Plan 2026-2031. The Clerk will be in attendance.

1233. To consider: **Improvement of engagement with residents**

(i) Communication methods
(ii) Noticeboards in the Parish

These items will be an aspect of the 5-year Parish Plan (see Minute 1232).

1224. To consider: **policy on the use of AI in Council business**

The WG to consider this in conjunction with an IT policy (Minute 1228(ii)).

1225. **Councillors' Reports and Items for Future Agendas**

There were none.

1226. **Date of the Next Meeting: Monday 9 November 2026, 7.00 pm, Lyppard Hub**

The meeting closed at 8.50pm.

Signed:…… Date:……

(Chair)

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