

Tutnall & Cobley Parish Council

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<http://www.worcestershire.gov.uk/MyParish>

118 New Road
Aston Fields
Bromsgrove
Worcestershire
B60 2LD

Dear Parishioner

30 April 2012

You are invited to attend the **ANNUAL PARISH ASSEMBLY** of Tutnall & Cobley Parish Council which will be held on Tuesday 8 May 2012 at 7.00 p.m. in the Community Hall, Tardebigge.

Yours sincerely



Helen Davies
Clerk & Proper Officer

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A G E N D A

- 1 Welcome from the Chairman
- 2 Minutes of the Meeting held on 17 May 2011, having been circulated, to be approved
- 3 Annual Report from the Chairman
- 4 Annual Report from Tardebigge Community Hall Representative
- 5 Annual Report from the Footpath Warden
- 6 Annual Report from the Tree Warden
- 7 Annual Report from the Charities
- 8 Annual Report from the Parish Newsletter
- 9 Annual Report from the District Councillor
- 10 Annual Report from the County Councillor
- 11 Report from any other Parish Representatives
- 12 Comments from the Clerk
- 13 Discuss: Any Other Issues Appertaining to and Affecting the Parish
- 14 Date of Next Annual Parish Assembly

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Aston Fields
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Dear Parishioner

1 May 2012

You are invited to attend the **ANNUAL MEETING** of Tutnall & Cobley Parish Council which will be held after the ANNUAL PARISH ASSEMBLY on **Tuesday 8 May 2012 at 7.30pm** in the Community Hall, Tardebigge. Your Clerk will be present before commencement of the meeting to witness the signing of individual Declarations of Office and Undertaking.

Yours sincerely



Helen Davies
Clerk & Proper Officer

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A G E N D A

- 1 Election of Chairman and signing of Declaration of Office.**
- 2 To consider apologies and to approve reasons for absence.**
- 3 Election of Vice Chairman and signing of Declaration of Office.**
- 4 Declarations of Interest**
 - a) Register of Interests: Councillors are reminded of the need to complete/update their register of interests.
 - b) To declare any Personal Interests in items on the agenda and their nature.
 - c) To declare any Prejudicial Interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant items).

The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the Council/Chairman. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself.

This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire. (Where the Council has adopted section 12(2) of the code of conduct 2007) A Councillor with a prejudicial interest in a particular issue may address the Council on the issue during Public Question Time subject to the Councillor leaving the room in the event of an exchange on the issue between the public and the Council during this period.

- 5 To Appoint Representatives / Officers**

- 6 **Minutes:** To consider the approval of the minutes of the meetings of the Council on 10 April 2012 (attached).

7 **PROGRESS REPORTS FOR INFORMATION:**

- a) **Clerk:** Attached
- b) **Chairman:**
- c) **CSO John Tilt:**
- d) **District Councillor:**
- e) **County Councillor:**
- f) **Footpath Warden:**
- g) **Tree Warden:**
- h) **Community Hall Representative:**
- i) **Charities Representative:**

- 8 **CORRESPONDENCE FOR INFORMATION** - and will be placed in a folder for Councillors to inspect at the meeting.

- a) Bromsgrove District Council: <http://moderngovwebpublic.bromsgrove.gov.uk> for details on:
Planning and Standards Committee Agendas and Minutes.
- b) Worcestershire County Council: Worcestershire Waste Core Strategy Development Plan Document: proposed changes: proposed new policy and minor changes on www.worcestershire.gov.uk/wcs. Closing date for comments is 21 May.
- c) Bromsgrove CALC: 6 June 2012 Chief Constable David Shaw will be attending.
- d) PACT Meeting: Tuesday 3 July 2012, 19.00 at Tardebigge Church Hall.
- e) NetworkRail: Redditch Branch Enhancement Scheme (Alvechurch): Formal consultation for the purposes of section 42(a) of the Planning Act 2008: enclosing a CD containing draft documents. See also www.networkrail.co.uk
- f) Worcestershire Rural Outreach: April Newsletter
- g) Worcestershire Rural Housing Enabler Project: Notification that the 12 year project finished at the end of March. Future contact will be via Andy Coel, BDC.

9 **PLANNING MATTERS:**

- a) **Applications for Consideration:**
12/0297 The Old Malt Shovel, Hewell Lane: Alteration to existing vehicle access.
- b) **Approvals:**
12/0098 2 Hewell Lane: Rear and side storey extension.
- c) **Refusals:**
12/0128 Lilly Cottage, Hewell Lane: Proposed orangery to rear of detached dwelling.
- d) **Planning Matters:**
2011/0279/ENF Street record, Hewell Lane: case closed.

- 10 **LENGTHSMAN SCHEME:** To consider outstanding issues.

- 11 **HIGHWAYS MATTERS:** To consider outstanding issues.

- 12 **QUEEN'S JUBILEE BEACON & BBQ: Cobley Hill on 4 June:** Please note our insurers require at least 14 day's notice of a bonfire.

- 13 **REINSTATEMENT OF COBLEY HILL WINDPUMP:**

- 14 **CHURCHYARD FOOTPATH:**

- 15 **FRUIT TREE PLANTING:** To consider additional sites for grant application

- 16 **FUND RAISING DAY 5 MAY:**

17 **STREET LIGHTING ENERGY CHARGES:** Letter dated 24 April from Worcestershire County Council is enclosed.

18 **RISK ASSESSMENT SCHEDULE:** To approve schedule; copy enclosed.

19 **FINANCE:**

a) **Accounts for the Year Ending 31 March 2012:**

Enclosed for Members' consideration and approval – Receipts and Payments Account for the year, Bank Reconciliation, Statement of Accounts and Schedule of Fixed Assets.

b) **Annual Return for the Year Ending 31 March 2012:**

Notice of annual audit (basic) received from Clement Keys; the return date is 16 July 2012. Sections 1 and 2 to be completed by Council – copy enclosed for consideration and approval.

c) Bank Balances: as at 30 April 2012	Current Account	£ 6,872.58
	31 December 2010	Deposit Account £
	<u>3,793.86</u>	
	Total Balance	£10,666.44

d) Receipts:	Co-op Bank: Interest 5 April 2011	£ 0.56
	Worcestershire County Council: Lengthsman Scheme	
	Invoice 10/017 £622.00	
	Invoice 10/018 £627.50	
		<u>£ 1,249.50</u>
	Total:	£ 1,250.06

e) **Payments for Approval:**

R F Bence: Purchase of Cobley Hill Windpump	£ 25.00
Broker Network Ltd: Annual Insurance from 1 June:	£ 298.89
Worcestershire CALC: Annual Service Charge plus	
NALC Affiliation Fee: £259.14 + £45.14 VAT	<u>£ 304.28</u>
Total:	£ 628.17

f) **Unpresented Cheques:** None

g) **Annual Internal Audit:** Files in process of being audited; report will be made to the meeting.

h) **Employer's PAYE Annual Return:** Has been submitted.

i) **Finance Items - Proposed and Seconded:**

19 **COMMENTS FROM MEMBERS:** Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.

20 **DATE OF NEXT MEETING:**

To confirm the date of the next meeting which is scheduled for 12 June 2012 at 7.20pm in the Committee Room, Tardebigge Community Hall.