SUCKLEY PARISH COUNCIL

Clerk: Mrs Diana Taylor – 9 – Lambourne Avenue – Malvern Link – Worcs WR14 1NL Tel/Fax: 01684 569430 – E-mail: <u>dtaylorsuckleyclerk@gmail.com</u>

ANNUAL PARISH COUNCIL MEETING – 14th May 2018 AGENDA

- 1. Election of Chairman & signing of Acceptance of Office for Chairman *(currently Cllr P Whatley)*
- 2. Apologies for absence
- 3. Election of Vice-Chairman (*currently Cllr J Green*)
- 4. **Declarations of Interests**
 - (a) Cllrs are reminded of the need to complete/update their Register of Interests form.

(b) To declare any Disclosable Pecuniary Interests in items on the Agenda and their nature.

(c) To declare any Other Disclosable Interests in items on the Agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest, or any Other Disclosable Interest which falls within the terms of para 12(4)(b) of the Code of Conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

5. To consider Written Requests from Councillors to Grant a Dispensation (S33 of the Localism Act 2011) relating to items on the Agenda.

The Meeting will be adjourned for Public Question Time/Participation. (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 are reminded that by doing this, the matters for discussion may be included in public Minutes, and should give their consent to this prior to any discussion. The Chairman will give members of the public the chance to withdraw from the meeting if they so wish. Members of the public may not take part in the Parish Council Meeting itself.

- 6. The Chairman will invite members of the public present to make a short presentation to the Council.
 - (a) Public presentation(s)
 - (b) Report from County Councillor
 - (c) District Councillor(s) Report
 - (d) Lengthsman Report (*Clerk & Cllr J Green*)
 - (e) Footpaths Report (*Clerk/H Philpotts to report*)
 - (f) Local Police Report crime stats (*Cllr D Findlater*)

The Chairman re-opens the Meeting

7. Model Standing Orders (adopted November 2014) An updated version of Standing Orders has been issued by NALC – to be reviewed in July 2018 PC Meeting

- 8. To note and/or review the Code of Conduct (adopted June 2012)
- 9. To note and/or review the Council's Financial Regulations (adopted September 2016)
- 10. To note and/or review the Council's Risk Assessment schedule
- 11. To nominate Councillors as follows:-
 - (a) Councillor responsible for Planning: *Currently Cllr Mrs P Griffiths*
 - (b) Council Representatives on Charities: John Palmer Educational Trust *Currently Cllrs Liz Devenish & Anne Lewis* Suckley Charities *Currently Cllr A W Huband & Cllr P Whatley* Alfrick Educational Charity *Cllr Liz Devenish* The Hill Trust (Vacancy)
 (c) Council Representatives on Playing Fields Corr
 - (c) Council Representatives on Playing Fields Committee: *Currently Cllr C Luton, Cllr P Griffiths, Cllr J Green*
 - (d) Council Representatives on Worcs CALC Area Committee: (Vacancy)
 - (e) Councillors with Special Responsibilities: *Currently:- Cllr P Whatley* Police *Cllr A Lewis* NHS
 - (f) Councillor to serve on Suckley School Board of Governors: *Currently Cllr L Devenish*
- 12. Charity Accounts received by the Clerk to be perused
- To approve and sign Minutes of the Parish Council Meeting held on 12th March 2018. To approve and sign the Minutes of the Parish Council Planning Meeting held on Monday 9th April 2018.
- 14. HIGHWAYS & BYWAYS
 - (a) Drainage problems at The Steps, Blackhouse Lane (*ongoing work scheduled for September*)
 - (b) Church Lane resurfacing & drainage problems (*e-mailed circulated to Cllrs from Hanna Davies*)
 - (c) Winter ice on the Cradley arm of Stocks Cross (*ongoing with WCC*)
 - (d) Salt/Grit bin Church Lane (*Cllr J Green to report*)
 - (e) White House Cross Roads sightlines
- 15. VAS CAMERA (in Alfrick Parish)
- 16 CHARITY REPORTS
 - (a) (to consider any reports received)
- 17. COMMUNITY
 - (a) Superfast Broadband (*Cllr P Whatley*)
 - (b) Remembrance Service 11th November 2018
 - (c) Womble Litter Pick -17^{th} March 2018
 - (d) Other Reports future projects
- 18. FINANCE
 - (a) Cheques for authorisation –

Gen Fund - Clerk's expenses March/April 2018 (to be advised); Lengthsman – March /April 2018 (to be advised) Marion Griffiths payroll services April 2017 -

March 2018 (to be advised) HMRC PAYE April/May/June 2018 £296.40 (new rate); Clerk's salary adjustment for April 2018 - £31.33; Hall Hire – Suckley Village Hall May 2017 – March 2018 (to be advised); Worcs Calc subscription & Nalc Affiliation Fees 2018/19 - £365.389; VAT refund payment to Playing Fields Account - £393.28; **Playing Fields -** John Hicks - Play equipment inspection in Playing Fields &

Report - £68.40; Npower (Pavilion) Playing Fields - £101.57

(b) Payment of an annual allowance to John Green of £244.00 in respect of supervision of the Parish Lengthsman's activities and weekly inspections of "at risk" items. (Local Authorities Members' Allowances (England) Regulations 2003)

Discretionary Rate Relief 2018/19

- (c) Cross Keys Inn, Suckley (to be advised)
- (d) Tan House, Longley Green, Suckley (to be advised) Grants/Donations
- (e) Suckley PCC maintenance of graveyards (2018/19) £200.00
- (f) Suckley Playing Fields Grant 2018/19 (to be advised)
- (g) Consider & Approve year end Accounts to 31st March 2018 internally audited (these to be signed & dated by the Clerk & Chairman)
- 19. **APPROVAL OF ANNUAL AUDIT for Accounts to 31st March 2018** statement of exemption certificate to be signed by the Clerk & Chairman

(a) ANNUAL AUDIT RETURN 2017/18 – Approval of Section 1 – Annual Governance Statement
(b) ANNUAL AUDIT RETURN 2017/18 - Approval of Section 2 – Accounting Statement

20. GDPR REGULATIONS – 2018

- (a) Clerks Report to Council
- (b) To consider adopting the following policies recommended by the General Data Protection Regulations, and displaying them on the Parish Council website :-
- (c) Privacy Policy
- (d) Subject Access Policy
- (e) Personal Data Management & Audit Policy
- (f) General Privacy Notice
- (g) Privacy Notice for staff, councillors & role holders
- (h) Data Protection Policy

21. PLANNING

To consider the following Planning Applications :-

App No:	18/00548/FUL
Location:	Baston Hall, Crews Hill, Worcs WR6 5HF
Proposal:	Change of use of existing garage to function room to create
	mixed use of function room and residential (with use of house
	for overnight accommodation). Minor alterations to garage
	building and provision of car parking
Applicants:	Mr & Mrs I Horsley
	Location: Proposal:

- (b) App No: 18/00561/FUL
 Location: Lower House, Suckley, Worcs WR6 5DQ
 Proposal: Extension to existing agricultural building
 Applicant: Mr D Roper
- (c) Complaint re Tundridge Stud

22. PLAYING FIELD COMMITTEE

(Cllr C Luton/Cllr J Green to report)

- (a) Annual Inspection report from Mr J Hicks (e-mailed to Cllrs)
- (b) Playing Field Report (*Cllr C Luton/ Cllr J Green to report*)
- 23. RISK ASSESSMENT
 - (a) Report on any negative inspections of Bus Shelters, Playground Equipment, Skateboard Facility, Sports Equipment, Trees & Memorial site in Quarry, Map Board - (*Cllr J Green to report*)
- 24. SUCKLEY CHURCH (Cllr A Lewis/Cllr L Devenish to report)
- 25. SUCKLEY SCHOOL (Cllr L Devenish to report)
- 26. ANNUAL PARISH MEETING 21st May 2018
- 27. MATTERS FOR FUTURE AGENDA
- 28. CORRESPONDENCE All correspondence is available for viewing from 6.45 pm (if not previously e-mailed)

Annual Parish Meeting – Monday 21st May 2018 at 7.30 pm - Suckley Village Hall

Future Meeting dates -23^{rd} July (please note change of date) -3^{rd} September (please note change of date) -13^{th} November