



Minutes of Annual General Meeting

Subject: Elmley Lovett Parish Council Annual General Meeting

Location: Cutnall Green & District Memorial Hall

Date and time: Held on 13 May 2014 at 19.40 hours

Present: J Homer (JH) Chairman
A Aston (AA)
A Campbell (AC)
J Bache (JB)
A Barlow (AB)
L Brookes (LB)
A Maiden (AM)
District Councillor A Fisher

Apologies: District Councillor A Miller
County Councillor M Broomfield

In attendance: D Sireshek Lengthsman

Distribution Parish Councillors
District Councillors
County Councillor
Parish notice board

Date issued: 1 June 2014

| Item | Action |
|--|----------------------------------|
| 1. Election of Chairperson | |
| J Homer | Proposed by: AWM, Seconded by AB |
| 2. Declaration of acceptance of office by Chairperson | |
| J Homer accepted election. | |
| 3. Election of Vice Chairperson | |
| A Campbell | Proposed by: JB, Seconded by JH |
| 4. Declaration of acceptance of office by Vice Chairperson | |
| A Campbell accepted election. | |
| 5. Declarations of interests | |
| Mr Aston and Mrs Bache are members of the Memorial Hall Committee. Mr Homer is a member of the Elmley Lovett Parochial Church Council. Mrs Brookes is a member of Hartlebury Parish Council. | |



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6. Droitwich Rural West Local Police report Action

None submitted.

7. Chairman's report

See appendix 1.

8. Hall Committee Representative report

See appendix 2.

9. Playground Warden report

Playground safety inspection is due. All maintenance issues raised in the 2013 report were inspected and addressed where necessary. One advisory item has been left in abeyance for now and is monitored.

There have been instances of dog mess on the football pitch despite signs and a dog bin. The siting of the bin might not be ideal however it does have to be easily accessible for collection.

10. Tree Warden and Footpaths Warden report

AB has not been active in this role in recent months due to the prolonged wet weather and personal matters; he is willing to stand aside should someone else wish to fulfil these roles. All agreed that AB has been proactive up until now and he should retain the role.

AC has cut down a large sapling that was growing within a holly tree on the village green.

AWM advised that, having incurred significant personal costs to remove mature unsafe trees that had been subject to a Tree Preservation Order, the council give consideration to its' contingency reserves when setting the annual budget and precept.

11. Appointment of Responsible Financial Officer

S Taylor Proposed by: JH, Seconded by JB

12. Appointment of Playground Warden

J Bache Proposed by: NC, Seconded by JH

13. Appointment of Tree and Footpaths Warden

A Barlow Proposed by: JH, Seconded by LB

14. Appointment of officers to other bodies:



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- | | | Action |
|------|--|---|
| 14.1 | Hall Committee Representative | |
| | A Aston Proposed by: JB, Seconded by AC | |
| 15. | Appointment of Internal Auditor | |
| | L Moore, CIMA Accountant Proposed by: AA, Seconded by AWM | |
| | All in favour. | |
| 16. | Review and authorisation of Statement of Accounts and Annual Return for the year ended 31 March 2014 | |
| | The Statement of Accounts and Annual Return were approved. | |
| 17. | Review and adoption of Financial Regulations and Risk Assessment schedule | |
| | AWM advised engaging a tree consultant to survey the trees on Parish Council ground and to retain reserves to allow for tree removal. JH will look at the insurance policy to review the cover. | AA – tree survey JH – review insurance cover |
| | Risk assessments and Financial Regulations were adopted. The mandatory Standing Orders were formally adopted and the advisory matters have been noted and will be followed as far as practicable (at the discretion of the Council). | |
| 18. | Minutes of meeting held on 8 April 2014 | |
| | The minutes of the above meeting were approved and signed. | |
| 19. | Matters arising and outstanding actions | |
| 19.1 | New Homes Bonus – defibrillator for Memorial Hall | |
| | The grant application has been submitted for the purchase of a defibrillator and emergency first aid training for 8 people. | |
| 19.2 | Lengthsman – proposed programme of works | |
| | Elmley Lane/Close is draining; it still floods but not significantly. Jingle Joys bridge is due to be closed for repair and following this work DS will revisit the area to complete the work removing the saplings whilst the water level is low. | |
| | DS distributed the planned programme of works most of which is scheduled for the winter months except cleaning/clearing signage and siding footpaths which will be required over the summer. | |



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- 19.3 **Rural Rate Relief Application – Lord L Morton, Cutnall Green Post Office & General Stores** **Action**
- The proprietor has been on holiday, JH will speak to him when he returns. JH – speak to LM re contribution

20. **Planning**

- 20.1 Application no: W/14/00937/PP
 Location: Lovett Cottage, Addis Lane, WR9 0NE
 Proposal: Proposed Garden Building
 Applicant: Mr D Garrett
NO COMMENTS
- Application no: W/14/00802/PP
 Location: Old School House, School Lane, WR9 0NF
 Proposal: Erection of two storey front and rear extensions, internal layout modifications and alterations to existing detached annex
 Applicant: Mr R Lyndon
NO COMMENTS

21. **Bank balances and financial transactions requiring authorisation**

| | | |
|------|--|----------------|
| 21.1 | Bank balances | |
| | At 30.04.14 | £ |
| | Barclays current account no. 40319465 | 2164.25 |
| | National savings account no. 138040611 | 217.33 |
| | Nationwide Building Society | 423.11 |
| | | <u>2804.69</u> |
| 21.2 | Payments due – authorisation required | £ |
| | | - |
| | | <u>-</u> |
| 21.2 | Income due | £ |
| | Wychavon District Council – Parish Precept | 3500.00 |
| | HMRC – VAT Claim | 290.75 |
| | | <u>3790.75</u> |

22. **Correspondence for circulation**

The Council completed the polling district and polling places questionnaire.

23. **Items of Parochial Interest**

LB asked for Council permission to contact Peter Luff on behalf of the Parish Council regarding the incinerator, to express environmental and financial concerns. He has refused to deal with her as an individual and indicated that he will only respond to the local parish councils and WAIL. JH will liaise with LB to draft suitable correspondence to raise her queries.

JH/LB – write to P Luff



AC told the meeting that there had been flytipping on the village green including telephone books which seemed to have been dumped by a distributor.

AF reported that Doverdale Mobile Home Park at Hampton Lovett has applied for planning permission to site 23 additional mobile homes. There is a similar application at Crossway Green.

24. **Next meeting**

Tuesday 10 June 2014 at 19.30 hours at Cutnall Green & District Memorial Hall.