

Tutnall & Cobley Parish Council

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69 Cavendish Street
Worcester
Worcestershire
WR5 3DX

Dear Councillor

4th April 2018

You are duly required to attend the next Ordinary Meeting of Tutnall & Cobley Parish Council which will be held on **Tuesday 10th April 2018** at **7.20 p.m.** in the **Committee Room of the Community Hall, Tardebigge.**

Yours sincerely

Lorraine Griffiths

Lorraine Griffiths
Clerk & Proper Officer

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Public Comment:

From 7.20 p.m. residents are invited to give their views and questions to the Parish Council on issues in this Agenda or raise issues for future consideration at the discretion of the Chairman, before the start of the Parish Council meeting at 7.30 p.m. 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.

A G E N D A

1 To receive apologies and to approve reasons for absence.

2 DECLARATION OF INTEREST:

- a) *Register of Interests: Councillors are reminded of the need to update their register of interests.*
 - 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 an Other Disclosable Interest, which falls within the terms of paragraph 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.

To consider written requests from councillors for the council to grant a dispensation (section 33 of the Localism Act 2011) – written requests to be with the clerk at least four clear days prior to the meeting.

3 Minutes: To consider the approval of the minutes of the Annual meeting of the Council on 13 March 2018 (attached).

- 4 **PROGRESS REPORTS FOR INFORMATION:** Items raised for a decision will appear on the agenda for the next meeting:
- a) **Clerk:** attached
 - b) **Chairman:**
 - c) **District Councillor:**
 - d) **County Councillor:**
 - e) **Footpath Warden:**
 - f) **Tree Warden:**
 - g) **Conservation Officer:**
 - h) **Community Hall Representative:**
 - i) **Charities Representative:**

- 5 **CORRESPONDENCE FOR INFORMATION** – and will be placed in a folder for Councillors to inspect at the meeting or will have been emailed.
- a) Bromsgrove District Council: <http://moderngovwebpublic.bromsgrove.gov.uk/> for details on: Planning Committee Minutes and Agendas.
 - b) Wellbeing in Partnership newsletter – emailed
 - c) West Mercia Police & Crime Commissioner newsletter – emailed
 - d) Bromsgrove Chairman’s Civic Dinner – emailed
 - e) The Basement Project – call for volunteers - emailed

6 **PLANNING MATTERS:**

Applications for Consideration:

None

Approvals:

None.

Refusals:

None.

7 **WINDPUMP** – Update

8 **LENGTHSMAN SCHEME**

9 **HIGHWAY MATTERS**

10 **FINANCE: To consider:**

a) Bank Balances:	as at 31 March 2018 Current Account	£ 9,693.67
	as at 31 March 2018 Deposit Account	<u>£ 3,817.15</u>
	Total Balance 31 March 2018	£ 13,510.82
b) Receipts:		
c) Payments for Approval:		
L Griffiths: Clerk’s salary for March 2018		£ 243.58
Clerk’s expenses for March 2018		£ 37.80
Worcestershire County Council – rock salt		£ 168.00
Worcestershire County Council – Grit bin		£ 204.00
S Skeys: Lengthsman scheme @ £11 per hour		
Burcot: 27 hours		£ 297.00
Tutnall & Cobley: 67 hours		<u>£ 737.00</u>
	Total	£ 1,687.38

- d) **Unpresented Cheques:** None
- e) **Outstanding Invoices:** None
- f) **Finance Items - Proposed and Seconded:**
- 11 **REVIEW OF PROCEDURAL DOCUMENTATION: STANDING ORDERS – FINANCIAL REGULATIONS - INTERNAL FINANCIAL CONTROL POLICY – FREEDOM OF INFORMATION – CODE OF CONDUCT – SCHEME OF DELEGATION – COMPLAINTS PROCEDURE – COMMUNITY EMERGENCY PLAN – MEDIA POLICY - DISTRICT COUNCIL PARISH CHARTER:** In addition it is proposed to adopt NALC's Model Disciplinary Procedure and NALC's Model Grievance Procedure. Documents can be emailed on request. To consider and approve adoption and re-adoption.
- 12 **INCREMENT REQUEST FOR CLERK –** to progress to SCP 20 from 1 April 2018 (NALC salary award for 2018/2019 attached).
- 13 **REVISION OF HOURLY RATE FOR LENGTHSMAN**
- 14 **CONTRIBUTION TOWARDS SHED FOR NURSERY AT CHURCH SCHOOL**
- 15 **DATE FOR THE ANNUAL PARISH ASSEMBLY and ANNUAL MEETING OF THE PARISH COUNCIL:** Will be Tuesday 8 May 2018 at 7.00pm followed by the usual Ordinary Meeting at 8.00pm.
- 16 **CHANGE TO DATE FOR JUNE MEETING –** proposal to move meeting to 5 June 2018.
- 17 **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.
- 18 **DATE OF NEXT MEETING:** There will be an Ordinary Meeting of the Parish Council to be held in Tardebigge Community Hall at 8pm on Tuesday 8 May 2018.