

Tutnall & Cobley Parish Council

THE MINUTES of the ANNUAL MEETING of TUTNALL & COBLEY PARISH COUNCIL
held on Tuesday 13 May 2014 after the Annual Parish Assembly in the Community Hall, Tardebigge

Present: Cllrs M Pengelly, K Tolley, L Denyer, A Wheeler-Vine, M Ryan, P Whittaker,
S Cooper

In Attendance: County Cllr K Taylor and the Clerk

1 ELECTION AND APPOINTMENTS:

Election of Chairman:

Nominations were requested by for the position of Chairman to the Council. Cllr Mike Pengelly confirmed that he was willing to stand. There were no other nominations.

Proposed Cllr Whittaker ; seconded Cllr Denyer; Cllr Pengelly was unanimously elected as Chairman. The Chairman then signed the Declaration of Acceptance of Office, which was duly witnessed by the Proper Officer of the Council.

2 **To receive and approve any apologies for absence:** None received.

3 Election of Vice Chairman:

Nominations were requested for the position of Vice Chairman to the Council. Cllr Keith Tolley confirmed that he was willing to stand. Proposed Cllr Ryan, seconded Cllr Cooper. Cllr Tolley was unanimously elected as Vice Chairman.

The Vice Chairman then signed the Declaration of Acceptance of Office, which was duly witnessed by the Proper Officer of the Council.

4 DECLARATION OF INTEREST:

a) Register of Interests: Councillors were reminded of the need to update their register of interests, and

b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature, and

c) To declare any Other Disclosable Interests in items on the agenda and their nature:

Cllr L Denyer who is a member of the Management Committee of the Community Hall.

Cllr P Whittaker who is a member of Bromsgrove District Council Planning Committee. Additional declaration in respect of item 9 (14/0207) as he is the next door neighbour of the applicant.

PUBLIC QUESTION TIME

5 Appointment of Representatives / Officers:

Cllr S Cooper	Footpath Warden
Cllr M Ryan	Tree Warden & Conservation Officer
Cllr Denyer	Community Hall Representative
Cllrs K Tolley	Charities
Cllr L Denyer	Newsletter Editor

6 **MINUTES:** The Minutes of the meeting held on 8 April 2014 were approved.

Proposed: Cllr Tolley, Seconded: Cllr Denyer All were in Agreement.

Clerk: The Clerk's report was Noted. There was a discussion on whether parish councils should receive a share of business rates but it was felt central government would 'claw back' any additional funding.

Chairman: Covered in the agenda.

District Councillor: Wharf Paddock - two families are living there now; County Cllr K Taylor offered to find out what enforcement action was being taken.

County Councillor: Epic Health Hub - an outreach health and wellbeing organisation is available for anyone in the parish who might need assistance with health problems.

Footpath Warden: It was agreed the Council would sign-up for the P3 scheme again this year. We would contact the County for approval to change any items shown on the submitted schedule.

Tree Warden & Conservation Officer: Nothing significant to report.

Community Hall: Cllr Denyer advised there would be a fund raising event on 28 June 'Music in the Meadow' with a band plus entertainment for the kids. Members agreed in principle to fund a pig roast subject to receiving three quotes and a formal proposal being submitted to the next meeting. All funds raised would be for the Community Hall - maintenance and the caretaker's salary.

Charities Representative: Covered in the Annual Report.

8 CORRESPONDENCE:

f) PACT South Rural Newsletter for April 2014 was emailed to Members.

All other items received were tabled in a folder for Councillors' inspection at the meeting and were noted.

9 PLANNING MATTERS:

a) Applications for Consideration:

14/0145 The Engine House, Tylers Lock, London Lane: Removal of four existing windows and replacement with four new steel windows. LBC

14/0146 The Engine House: Removal of existing window and insertion of new door and metal steps.

14/0230 Little Grinsty, Broad Green: Side extension to garage to provide Garden Room and reroofing with a tiled pitched roof.

Members **resolved** to comment there were no objections to the above three applications.

14/0207 Border Fencing, Lower House Farm, Stoney Lane: Provision of additional storage space for fencing and timber materials to support existing fencing and timber building construction business, additional off road parking, new access and security fencing.

Members **resolved** to comment there were no objections to the application but wanted to know what was happening to the area between the proposed driveway and the road fence - could trees be planted?

b) **Approvals:** None received.

c) **Refusals:** None received.

d) Planning Matters:

14/0157 Robin Hill Farm, Stoney Lane: Two storey extension to existing dwelling, new (replacement) conservatory and front extension. Alterations to include removal of chimney breast. Following email consultation with councillors a 'no objection' comment had been lodged.

13/0410 Whitegates, Tutnall Lane: Demolition of existing dwelling (Whitegates) and annex (Little Whitegates) and erection of replacement dwelling and annex with improved vehicular access and associated works. An appeal against the refusal of the planning application has been lodged with representations closing on 12 June 2014.

- 10 RAILINGS TO THE PLYMOUTH MEMORIAL:** The Clerk is unable to access Ordnance Survey Public Mapping Service without specialist help. Cllrs Ryan and Cooper agreed to help with the plans and Cllr Wheeler-Vine with the final Statement of Significance.
- 11 REINSTATEMENT OF COBLEY HILL WINDPUMP:** The Young Farmers are too busy to help with the restoration. Bert Summers is to be contacted.
- 12 LENGTHSMAN SCHEME:** Items raised by the Lengthsman:
 Wharf / Stoney Lane: leaning tree covered in ivy. Clerk to contact owner.
 Brockhill Lane ditch: Cllr Tolley will inspect.
 Grange Lane: drain: Cllr Whittaker will meet the Lengthsman on site.
 Worksheets will be scanned and emailed to councillors to be signed off at the next meeting.
- 14 HIGHWAYS MATTERS:** The Park road adoption: ongoing, being pursued by the County Cllr.
- 15 RISK ASSESSMENT SCHEDULE:** The schedule was approved; All in agreement.
- 16 FINANCE:**
- a) Accounts for the Year Ending 31 March 2014:**
 Receipts and Payments Accounts for the financial year, Bank Reconciliation, Statement of Accounts and Schedule of Fixed Assets were approved.
- b) Annual Return for the Year Ending 31 March 2014:**
 Sections 1 and 2 of the Annual Return was completed and approved.
- c) Bank Balances:** as at 30 April 2014
- | | |
|----------------------------------|-------------------|
| Current Account | £ 9,619.25 |
| 31 December 2013 Deposit Account | <u>£ 3,804.54</u> |
| Total Balance | £13,423.79 |
- d) Receipts:**
- | | |
|---|-----------------|
| Co-op Bank: Interest 4 April 2014 | £ 0.82 |
| Worcestershire CC: Lengthsman reimbursement | <u>£ 663.50</u> |
| Total: | £ 664.32 |
- d) Payments for Approval:**
- | | |
|------------------------------------|----------|
| H Davies: Salary for April 2014 | £ 284.67 |
| S Keys: Lengthsman for April 2014: | |
| T&C 16 hours @ £11/hr | £176.00 |

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Burcot 8 hours @ £11/hr	£ 88.00	£ 264.00
Worcestershire CALC: CALC Service Charge & NALC Affiliation Fee £262.32 + £45.95 VAT		£ 308.27
Broker Network Ltd: Insurance Renewal		<u>£ 300.49</u>
	Total:	£1,157.43

- f) **Unpresented Cheques:** None
- g) **Outstanding Invoices:** WCC Lengthsman 14/001 to cover amount not paid in invoice 13/022 £ 288.50
- h) **Annual Internal Audit:** No issues were highlighted
- i) **Employer's PAYE Annual Return:** Has been submitted.
- j) **Finance Items – Proposed:** Cllr Whittaker **and Seconded:** Cllr Ryan; All in Agreement

17 COMMENTS FROM MEMBERS:

Plymouth House discharge: there is still a problem with the odour. Members are asked to contact the County Cllr when there is a smell.

Hewell Lane gabions: two cars cannot pass safely; the County Cllr will investigate.

Bus Shelter on Alcester Road needs creosoting: S Skeys to be asked to quote.

Clerk's Finance Training on 19 June will cost £75.

18 DATE OF NEXT MEETING:

Resolved: There will be an Ordinary Meeting of the Council and will be held at 7.20 p.m. on Tuesday 10 June 2014 in the Committee Room of Tardebigge Community Hall.

The Chairman thanked everyone for attending and closed the meeting at 9.27 p.m.

Signed: Chairman

Date: 10 June 2014