

Tutnall & Cobley Parish Council

THE MINUTES of the ANNUAL MEETING of TUTNALL & COBLEY PARISH COUNCIL
held at 8.15pm on Tuesday 8 May 2018 after the Annual Parish Assembly in the Community Hall,
Tardebigge

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

In Attendance: The Clerk

1 ELECTION AND APPOINTMENTS:

Election of Chairman;

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

Proposed: Cllr Whittaker; Seconded: Cllr Tolley.

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:

Apologies for absence were received from Cllr Orr-Cooper.

3 Election of Vice Chairman:

Nominations were requested for the position of Vice Chairman to the Council.

Cllr Ryan confirmed that he was willing to stand as Vice-Chairman. There were no other nominations.

Proposed: Cllr Denyer; Seconded: Cllr Wheeler-Vine.

Cllr Ryan 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.

PUBLIC QUESTION TIME

5 ANNUAL FINANCE:

a) Accounts for the Year Ending 31 March 2018:

The Receipts and Payments Account for the year, Bank Reconciliation, Statement of Accounts and Schedule of Fixed Assets were approved and signed by the Chairman.

Annual Governance Statement was read out by the Chairman and signed and dated, it was noted that the minute number needed to be noted and sent with the Declaration.

b) Annual Governance and Accountability Return for the Year Ending 31 March 2018:

The annual audit return date as advised by PFK Littlejohn is 11 June 2018. Part 2 Sections 1 and 2 of the Annual Governance and Accountability Return were completed and approved

6 Appointment of Representatives / Officers:

Cllr	Cooper	Footpath Warden
Cllr	Ryan	Tree Warden
Cllr	Ryan	Conservation Officer
Cllr	Denyer	Community Hall Representative
Cllr	Wheeler-Vine	Charities Representative

All Officers to keep their offices. The Chairmain will discuss with Cllr Orr-Cooper whether he wants to stay footpath warden, as he was not at the meeting.

- 7 MINUTES:** The Minutes of the meeting held on 10 April 2018 were approved.
Proposed: Cllr Denyer; Seconded: Cllr Ryan. All were in Agreement.

8 PROGRESS REPORTS FOR INFORMATION:

Clerk: No report

Chairman: No report

District Councillor: No report

County Councillor: No report

Footpath Warden: No report

Tree Warden: Cllr Ryan stated that he has received a document from Tree Warden at District Council that the Parish Council might want to comment on. Cllr Ryan to email to clerk to circulate to Councillors.

Conservation Officer: Cllr Ryan stated that Canals and Rivers Trust are moving out of Tardebigge Wharf to Diglis, Worcester. He has heard proposals for a house to be built on the site, which is a conservation area. Cllr Tolley stated that an empty building would just decay. Cllr Whittaker stated that employment usage for the buildings would be looked at more favourably.

Community Hall Representative: No report

Charities Representative: No report

9 CORRESPONDENCE:

- a) Bromsgrove District Council - noted
- b) Wellbeing in partnership newsletter -noted
- c) NHB Community grant scheme - noted
- d) Bromsgrove District Council Annual Council Meeting - 16th May 2018 - noted
- e) West Mercia Police & Crime Commissioner newsletter - noted
- f) Time to Change Champion information sessions- noted

10 PLANNING MATTERS:

- a) **Applications for Consideration:** 18/00500/FUL Variation of Condition number 4 attached to 17/00949/LBC in relation to the ceiling in the Governor's office HM Prison Blakenhurst, HM Prison, Hewell Grange, Hewell Lane, Tardebigge, Redditch. No comments or objections from Parish Council.
- b) **Approvals:** None.
- c) **Refusals:** None received.

11 WINDPUMP: The Chairman mentioned the proforma invoice and the need to raise a cheque, which was included in the finance section later on the agenda.

12 LENGTHSMAN SCHEME: Cllr Whittaker mentioned that the Lengthsman had contacted him about his request that vegetation be removed from white railings to the left hand side near junction with Wheely Road. Cllr Whittaker to contact the Lengthsman about it again.

13 HIGHWAYS MATTERS: Cllr Whittaker stated Hewell Lane beyond crossroads, where water had leaked onto the road, beyond Burcot, the road has a dip, needs re-doing and Severn Trent need to be charged. The Clerk to advise Highways. Cllr Whittaker stated that water is bubbling up in Stoney Lane, Severn Trent need to sort it. Report to Highways. Cllr Tolley stated that Brockhill Lane ditch had been dug out, from canal bridge and Hewell Lane back up to Broad Green. However, the ditch on the right needs to be dug out, as water is still overflowing. Cllr Whittaker stated that gulleys along Hewell Lane and Agmore Lane are blocked, to be reported to Highways.

14 RISK ASSESSMENT SCHEDULE:

This was agreed and signed by the Chairman.

15 FINANCE:

a)	Bank Balances: as at 30 April 2018	Current Account	£12,262.29
		30 April 2018 Deposit Account	<u>£ 3,817.74</u>
		Total Balance	£16,280.03
b)	Receipts:		
	Worcestershire CC:		
	Lengthsman reimbursement 17/014		£ 160.00
	Lengthsman reimbursement 17/016		£ 94.00
	Lengthsman reimbursement 17/013		£ 336.00
	Lengthsman reimbursement 17/015		£ 226.00
	Bromsgrove DC: Precept		<u>£3,640.00</u>
		Total:	£4,456.00
c)	Payments for Approval:		
	L Griffiths: Salary for April 2018		£ 267.83
	L Griffiths: Expenses for April 2018		£ 48.05
	CALC & NALC service/affiliation fee :		£ 469.99
	Insurance renewal		£ 335.51
	Pat Butts - internal audit		£ 125.00

	Worcestershire Steels		<u>£ 1020.00</u>
		Total:	£2,266.38
f)	Unpresented Cheques:		£0.00
g)	Outstanding Invoices: None		
h)	Finance Items - Proposed: Cllr Whittaker; Seconded: Cllr Denyer; All in Agreement		

16 COMMENTS FROM MEMBERS:

Cllr Denyer mentioned Dropbox file sharing for newsletter articles. Cllr Ryan to share the newsletter Dropbox file with other Councillors.

Cllr Tolley asked for clarification regarding the charities. He enquired about ramp to church, as the church at Webheath had asked for some funds from the charities. Cllr Wheeler-Vine had asked for someone to contact her to explain why the quote had been so much, no-one had contacted her yet. Other fundraising was going on to raise the money too. Cllr Tolley wondered whether there was a conflict of interest but he was satisfied that as they haven't asked for the full amount, they was not. Cllr Pengelly to feed back a limit of £1000.

17 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 5 June 2018 in the Committee Room of Tardebigge Community Hall.

The Chairman thanked everyone for attending and closed the meeting at 9.02p.m.

Signed: Chairman

Date: 5 June 2018