

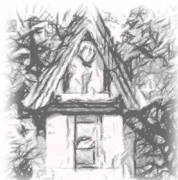


Rous Lench Parish Council

DRAFT Minutes of the Parish Council meeting held on Monday 22nd May 2023

at 7:30pm at Rous Lench Village Hall.

Present	Cllrs L Newton (Chair), D Browne, G Hughes, S Davis and S Harrison. In attendance: Cllr Ben Hurdman and Kerry Williamson (Clerk). Meeting opened at 7:30pm
29/23	Election of Chairman: Cllr Browne was proposed as Chairman, following a vote it was agreed to elect Cllr Browne as Chairman for the 2023/24 municipal year and the Declaration of Acceptance of Office was duly signed. Councillors duly signed their Declaration of Acceptance of Office.
30/23	Election of Vice-Chairman & Deputy Vice-Chairman: Cllr Newton was proposed as Vice-Chairman, following a vote it was agreed to elect Cllr Newton as Vice-Chairman for the 2023/24 municipal year. Cllr Harrison was proposed as Deputy Vice-Chairman, following a vote it was agreed to elect Cllr Harrison as Deputy Vice-Chairman for the 2023/24 municipal year.
31/23	Apologies for Absence: No apologies received.
32/23	Declarations of Interest: Cllr Harrison has a disclosable pecuniary interest in agenda item 7.9. Cllr Harrison will leave the meeting for agenda item 7.9.
33/23	Dispensations: No requests received.
34/23	To receive reports from District, County Council and Police: Wychavon Dist. Council (WDC): It was noted that Cllr Audrey Steele had recently died. Worcs County Council (WCC): No report provided. Police: PCSO V. Elliot responded with nothing to report. Action: Clerk to pass on thanks to Cllr Wilkinson for his service as District Councillor. Action: Clerk to contact County Councillor to ask for a report if they are unable to attend the meetings.
35/23	To approve minutes of previous meeting. The minutes of the meeting of the Parish Council held on March 20th 2023, were agreed as a true record and approved.
36/23	Planning Applications and Appeals: The following applications were noted and/or discussed: a) ENF/20/0370 - The Caravan, Radford Rd – update to be provided. No updates. b) W/22/02027/OUT, Land at (OS 0277 5140) Low Road, Church Lench – Outline application for the erection of up to 19 dwellings (including affordable homes) – RLPC commented. Currently pending decision. Noted



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	<p>c) SWDP Review Consultation – response provided by RLPC. Any updates to be provided. No updates.</p> <p>Action: Clerk to contact Cllr Gretton (County Councillor) for an update.</p> <p>d) W/22/02191/HP, The Green, The Green, Rous Lench, WR11 4UN – proposed two storey extension. Comment provided by RLPC. Wychavon District Council approved. Noted</p> <p>e) W/23/00141/FUL, St Peters Church, Rous Lench - alterations to church to include air source heat pump, stone meter pier, external terrace, maintenance outbuilding, solar PV panels and cycle racks. Comment provided by RLPC, currently pending decision. Noted</p> <p>f) W/23/00142/LB Associated Ref: W/23/00141/FUL, St Peters Church, Rous Lench - alterations to church to include air source heat pump, stone meter pier, external terrace, maintenance outbuilding, solar PV panels and cycle racks. Comment provided by RLPC, currently pending decision. Noted</p> <p>g) W/23/00321/FUL, The Caravan At, Radford Road, Rous Lench, Evesham, WR11 4UL - additional two static caravans, one touring caravan and two day rooms to form three gypsy pitches on approved gypsy site (W/15/01159) for members of the same family already living on the site. Comment provided by RLPC, currently pending decision. Noted</p> <p>h) Appeal: W21/00712/FUL, The Caravan At, Radford Road, Rous Lench, Evesham, WR11 4UL - Replacement of existing dwelling and ancillary buildings with construction of new two-bedroom bungalow together with relocation of vehicular access track (part retrospective). Comment provided by RLPC, currently pending decision. Noted</p> <p>i) Appeal: W/22/00712/CU, Stables opposite Tudor Cottage, Mill Lane, Radford - Change of use of existing stables to holiday let accommodation. To discuss. Discussed. No further action required.</p>
37/23	<p>Progress Reports - Clerk reported:</p> <p>a) Update on Actions since Previous Meeting – preparation of end of year accounts for audit – completing paperwork and starting the new financial year. Preparation for annual meetings.</p> <p>b) Overtime & annual leave – No overtime or annual leave requests.</p>
38/23	<p>Community Orchard/garden & allotments – Cllr Newton provided an update. Maintenance work will continue over the Summer. Groundwork will start during the Summer with fencing applied in the Winter. Cllr Newton met with Craig Wood from Trees Call for Action project – he has provided a possible funding source for the fencing.</p>
39/23	<p>Rous Lench & Radford parish matters for discussion or decision:</p> <p>a) Asset maintenance checks (standing item) All assets checked, nothing to report.</p> <p>Action: Cllr Browne to forward defibrillator registration information to the Clerk.</p> <p>b) Vehicle Activated Sign (VAS) – health checks and extension poles. Need to ensure the VAS are working as much as possible. Extension pole missing from Radford Road location? Extension pole near Church can be used.</p> <p>Action: Clerk to contact Lengthsman and pass new battery on.</p> <p>c) King’s Coronation events – to discuss tree and plaque. The big picnic lunch was held in the village and was enjoyed by many. It was agreed that the remaining funding will be used for a tree on the Green (small flowering Cherry) with a plaque to commemorate the King’s Coronation (referring also to the Kings’ Copse in the Orchard).</p>

	<p>Action: Clerk to research plaques.</p> <ul style="list-style-type: none"> d) Civility and Respect project – to be discussed at next meeting. e) Wychavon Parish Games - to be discussed at next meeting. f) 20 is Plenty scheme - to be discussed at next meeting. g) Beltane Bash 2023 – to review. Police will be conducting a questionnaire around the village. <p>Action: Contact Simon Hallam (line manager for licensing matters in South Worcs).</p> <ul style="list-style-type: none"> h) Wychavon Way – to provide any update. No updates. i) Lengthsman Scheme – update on 2023/24 budget. Funding from WCC increased by 5% to £2,464.25. Lengthsman is contracted to do 15 hours per month at £16 per hour = £240 per month, £2880 a year leaving a shortfall of £415.75. Shortfall has been budgeted for (£500). j) Wychavon Community Legacy Grant round 5 – update from Cllr Newton. Cllr Newton was unable to attend the briefing.
40/23	<p>Annual Business as per Standing Orders:</p> <ul style="list-style-type: none"> a) Review of delegation arrangements to the Clerk and conditions of the Staffing and Finance Working Groups. To be reviewed at the next Council meeting. b) Appoint two members to the Staffing and Finance Working Groups. Cllr Davis and Cllr Hughes were proposed as members for the Staffing and Finance Working Groups, following a vote it was agreed to appoint Cllr Davis and Cllr Hughes as members. c) Review and adoption of Standing Orders and Financial Regulations and other RLPC Policies. <ul style="list-style-type: none"> (i) It was agreed to adopt the latest Local Government Association Model Financial Regulations for England (2019) with update to 11.1(b) Contracts. (ii) It was agreed to adopt the latest Local Government Association Model Standing Orders 2018 (England) updated April 2022. (iii) It was agreed that no changes were required to the remaining policies. d) Review of inventory of assets and risk assessment. Inventory of asset is up-to-date. It was agreed to update the financial risk assessment to include internet banking. The updated litter pick assessment was agreed. e) To consider quotes received on arrangements for insurance cover. Quotes had been sought from Hiscox/Gallagher (£620.01), BHIB (£375.86 minimum) and Zurich (£364.24). It was agreed to accept the quote from Zurich with cover starting from 1st June 2023. f) To agree the payment of £207.37 annual subscription to Worcestershire CALC. It was agreed to pay the £207.37 annual subscription to Worcestershire CALC. g) Review of representation to the Wychavon area of CALC. Cllr Davis and Cllr Newton were proposed as representatives to the Wychavon area of CALC, following a vote it was agreed to appoint Cllr Davis and Cllr Newton as representatives.

41/23	<p>Finance:</p> <p>a) To receive and note Annual Internal Audit from Internal Auditor. The Annual Internal audit from the Internal Auditor was noted.</p> <p>b) To approve the accounts year ending 31.03.2023 including bank reconciliation, explanation of significant variances and payments over £100. The accounts for year ending 31.03.2023 were approved. Bank reconciliation was approved. Explanation of significant variances were approved. Summary of payments over £100 was approved.</p> <p>c) To adopt the Statement of Internal Control and Annual Review of Effectiveness of Internal Control. The Statement of Internal Control and Annual Review of Effectiveness of Internal Control were adopted.</p> <p>d) To consider documents for approval for the External Auditor:</p> <p style="padding-left: 20px;">(i) To approve Annual Governance Statement. The Annual Governance Statement was approved.</p> <p style="padding-left: 20px;">(ii) To approve Statement of Accounts. The Statement of Accounts was approved.</p> <p>e) Bank mandate: To review bank signatory arrangements. It was agreed that the current bank signatory arrangements were satisfactory.</p> <p>f) 2023-24 Budget expenditure: To consider and approve. The budget expenditure was approved.</p> <p>g) 2023-24 Bank reconciliation: To consider and approve. The bank reconciliation was approved.</p> <p>h) Invoices: To approve the proposed payments. The proposed payments (see table below) were agreed.</p>
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42/23	<p>Correspondence:</p> <ul style="list-style-type: none"> • Worcestershire CALC updates. • Wychavon District Council latest news, election updates, Housing Needs Survey and road closure notification. • Worcestershire County Council - Parish Lengthsman Scheme 2023/24 funding. • West Mercia Police - Parish Priorities and Beltane Bash. • Zurich Insurance policy renewal • 2 Rous Lench residents with respect to Beltane Bash and King's Coronation. • Cllr Ben Hurdman – introduction email.
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43/23	<p>Councillors Reports & Items for Future Agenda</p> <p>Housing Needs Survey – no voice from young people or those looking to move into rural villages. Numbers too low to draw conclusions.</p> <p>Action: Clerk to report back to Wychavon District Council on the survey.</p>
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44/23	Date of next meeting: 17th July at 7pm at RL village hall.
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Meeting closed at 9:35 pm

SIGNED:..... Chair

Date:

Payments for authorisation.					
Chq. No.	Payee	Details	Net	VAT	TOTAL
online	Mrs Kerry Williamson	Salary, Expenses & Overtime	0.00	0.00	561.64
online	Parish Lengthsman	March (£240) & April (£240)	0.00	0.00	480.00
online	Worcs CALC	Annual Subscription	175.88	31.49	207.37
100782	Iain Selkirk	Internal audit	0.00	0.00	100.00
online	Zurich Insurance	Annual Local Council Insurance	364.24	0.00	364.24
Direct Debit	Information Commissioner's Office (ICO)	Data Protection Fee renewal - Tier 1	35.00	0.00	35.00
Online	Rous Lench Village Hall	Meeting bookings from May 22 to March 23	180.00	0.00	180.00
TOTAL					1928.25

Public Question Time – None.

Kerry Williamson
Clerk and RFO