

**To Members of Upper Arley Parish Council**

**16<sup>th</sup> May 2023**

You are duly summoned to attend the Annual Meeting of Upper Arley Parish Council to be held on Tuesday 23<sup>rd</sup> May 2023 at Arley Memorial Hall commencing at 7.30 p.m.

**AGENDA**

- 1. Declaration of Acceptance of Office:** Elected members to sign the declaration of acceptance of office following the uncontested election on the 4th of May 2023.
- 2. Co-option:** Members are asked to consider any applications received for co-option to the vacant seats for Pound Green Ward. Co-opted Members to complete Declaration of Acceptance of Office.
- 3. Election of Chairman and signing of the Declaration of Acceptance of Office.**
- 4. Election of Vice Chairman.**
- 5. Apologies:** To receive apologies and to approve reasons for absence.
- 6. Register of Members Interests and Election Expenses:** To complete the Register of Members Interests plus the Candidate Spending Return and Declaration for Parish Elections (forms to be provided by Clerk at the meeting).
- 7. Code of Conduct:** Members are asked to adopt the updated Worcestershire Code of Conduct (copy circulated by email 14/5/2023).
- 8. Declarations of Interest:**
  - a) Register of interests: Councillors are reminded of the need to update their register of interests.
  - b) To declare any Disclosable Pecuniary Interest in items on the agenda and their nature.
  - c) To declare any Other Disclosable Interests in items on the agenda and their nature.
  - d) Written requests for the Council to grant a dispensation (S33 on the Localism Act 2011) are to be with the clerk at least one clear day prior to a meeting.

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.

**9. Community Policing:** To receive any report from the Local Policing Team.

**The meeting will be adjourned for Public Question Time.**

The time allowed is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. 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 on the minutes as an aide memoire.

**The meeting will be reconvened to conduct the items of business listed below: -**

**10. Dispensations:** To consider any requests to grant a dispensation for Agenda items.

**11. Minutes:** To consider approval of the minutes of the Parish Council meeting held on Tuesday 25<sup>th</sup> April 2023 at Shatterford Village Hall, (enclosed).

**12. Council's Scheme of Delegation:**

**To appoint members to the following Committees:**

Staffing Committee – 3 Councillors

Finance Committee – 3 Councillors

**To appoint Members to the following outside bodies:**

Worcestershire County Association of Local Councils and Parish Forum – 2 Councillors

Arley Memorial Hall Committee – 1 Councillor

Shatterford Village Hall Committee – 1 Councillor

Pound Green and Button Oak Community Hall – 1 Councillor

**13. District and County Council Matters:** To receive any report from County or District Council representatives.

**14. Service Reports:**

a) Lengthsman: Any report on Lengthsman work (timesheet to be circulated).

**15. Highways Issues:** Reports to be received from Members on any highway issues, including reports of road accidents.

**16. Financial Report and Payment of Accounts**

a) Bank Balances at the 12<sup>th</sup> May 2023

|  |            |
|--|------------|
| Lloyds Treasurers Account              | £9,116.65  |
| Lloyds Business Instant Access Account | £0.01      |
| CCLA Public Sector Deposit Account     | £20,993.62 |

b) To approve payments to be made as listed below:

|   |           |      |
|---|-----------|------|
| Salaries (May 2023)                               | £558.11   | BACS |
| HMRC  | £45.80    | BACS |
| Admin Expenses (May 2023)                         | £93.15    | BACS |
| Miss J Barker (Internal Audit)                    | £90.00    | BACS |
| Microsoft Office 365                              | £79.99    | BACS |
| Stamps (newsletter)                               | £225.00   | BACS |
| Shatterford Village Hall (grant)                  | £500.00   | BACS |
| Alveley First Responders (donation)               | £400.00   | BACS |
| Wyre Forest First Responders (donation)           | £200.00   | BACS |
| Hiscox Insurance                                  | £1,334.77 | BACS |
| Bin Contract and Lengthsman                       | £561.00   | BACS |
| Eurooffice  | £73.50    | BACS |
| Worcs CALC  | £532.74   | BACS |
| Handyman (remove manure from footbridge)          | £15.00    | BACS |
| Handyman (remove damaged noticeboard Pound Green) | £45.00    | BACS |

c) To ratify the following payments

|                        |         |    |
|------------------------|---------|----|
| Toilet Contract 1.5.23 | £166.66 | SO |
| Coverplan (laptop)     | £9.50   | DD |

**17. Planning and Development Control:**

a) Planning Applications Received

None.

b) Additional Planning Applications or other Planning Matters.

To consider any planning applications received or other planning matters notified since close of agenda.

c) Planning Decisions Received

23/0258/CLP Studio House, Bridgnorth Road, Shatterford  
Proposed extension to the existing outbuilding sited within the rear amenity of the dwellinghouse. Certificate of Lawfulness certified.

**18. Clerk's Report:** Clerks report on ongoing items.

**19. Correspondence for Information:** To note correspondence received. Correspondence will be available from the Clerk on request.

**20. Councillor's Reports and items for future agendas:** Councillors may use this opportunity to report matters of information not included elsewhere on the agenda and to raise items for future agendas.

**21. Date of Next Meeting:** The next meeting will take place on Monday 26<sup>th</sup> June 2023 at Pound Green and Button Oak Community Hall commencing at 7.30 p.m.



Signed.....

Clerk to Upper Arley Parish Council

**Dates for your Diary:**

Tuesday 25<sup>th</sup> July 2023 – Parish Council Meeting – Shatterford Village Hall – 7.30 p.m.

Tuesday 22<sup>nd</sup> August 2023 – Parish Council Meeting – Arley Memorial Hall – 7.30 p.m.

Monday 25<sup>th</sup> September 2023 – Parish Council Meeting – Pound Green Community Hall – 7.30 p.m.

Tuesday 31<sup>st</sup> October 2023 – Parish Council Meeting – Shatterford Village Hall – 7.00 p.m.

Tuesday 5<sup>th</sup> December 2023 – Parish Council Meeting – Arley Memorial Hall – 7.00 p.m.