

# Tutnall & Cobley Parish Council

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B60 2LD

Dear Parishioner

5 May 2010

I hereby invite you to attend the **ANNUAL MEETING** of Tutnall & Cobley Parish Council which will be held after the ANNUAL PARISH ASSEMBLY on **Tuesday 11 May 2010 at 7.30pm** in the Community Hall, Tardebigge. Your Clerk will be present before commencement of the meeting to witness the signing of individual Declarations of Office and Undertaking.

Yours sincerely

Helen Davies  
Clerk & Proper Officer

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## AGENDA

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- 1 **Election of Chairman and signing of Declaration of Office.**
- 2 **To consider apologies and to approve reasons for absence.**
- 3 **Election of Vice Chairman and signing of Declaration of Office.**
- 4 **Declarations of Interest**
  - a) Register of Interests: Councillors are reminded of the need to complete/update their register of interests.
  - b) To declare any Personal Interests in items on the agenda and their nature.
  - c) To declare any Prejudicial Interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant items).

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

*The time allocated is at the discretion of the Council/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 to the minutes as an aide memoire. (Where the Council has adopted section 12(2) of the code of conduct 2007:)*

*A Councillor with a prejudicial interest in a particular issue may address the Council on the issue during Public Question Time subject to the Councillor leaving the room in the event of an exchange on the issue between the public and the Council during this period.*

**5 To Appoint Representatives / Officers**

**6 Minutes:** To consider the approval of the minutes of the meetings of the Council on 13 April 2010 (attached).

**7 PROGRESS REPORTS FOR INFORMATION:**

- a) **Clerk:** Attached
- b) **Chairman:**
- c) **CSO John Tilt:**

**8 CORRESPONDENCE FOR INFORMATION** - and will be placed in a folder for Councillors to inspect at the meeting.

- a) Bromsgrove District Council: <http://moderngovwebpublic.bromsgrove.gov.uk> for details on: Planning Committee Minutes of 19 April. Agenda for Local Development Framework 14 April.
- b) Mid West Rural Enterprise: email to advertise [www.midwest-rural.org.uk](http://www.midwest-rural.org.uk)

**9 PLANNING MATTERS:**

- a) **Applications for Consideration:**  
None received to date.
- b) **Approvals:** 10/0045 Forest View, Hewell Lane: Single storey extension to rear of dwelling.  
10/0173 Owl Barn, Tack Farm: Two storey side extension to replace existing car port.
- c) **Refusals:** None received to date.
- d) **Planning Matters:** As part of a County wide initiative, the Council has introduced charges for Permitted Development enquiries and Pre- application advice. See <http://www.bromsgrove.gov.uk/cms/environment-and-planning/planning/planning-advice-and-guidance.aspx> A copy of the fee structure is enclosed.

**10 LENGTHSMAN SCHEME:** To consider outstanding issues.

**11 HIGHWAYS MATTERS:** To consider outstanding issues.

**12 INSURANCE:** To confirm renewal with Aviva with effect from 1 June 2010. The annual premium is £319.29. A 5% reduction is being offered if we enter into a 3-year binding agreement i.e. £303.33. Allianz have not provided a quotation.

**13 STANDING ORDERS:** To confirm adoption of the new document.

**14 FINANCE:**

- a) **Accounts for the Year Ending 31 March 2010:**  
Enclosed for Members' consideration and approval – Receipts and Payments Account for the year, Bank Reconciliation and Statement of Accounts.
- b) **Annual Return for the Year Ending 31 March 2010:**  
Notice of annual audit (basic) received from Clement Keys; the return date is 26 July 2010. Sections 1 and 2 to be completed by Council – copy enclosed for consideration and approval.
- c) **Bank Balances:** as at 30 April 2010      Current Account      £ 8,182.50  
6 November 2009      Deposit Account      £ 3,790.31  
Total Balance      £11,972.81

<b>d) Receipts:</b>	Co-op Bank: Interest 1 April 2010	£ 0.50
	Bromsgrove District Council: Precept	£ 3,640.00
	Worcestershire County Council: Lengthsman Scheme	£ 174.00
	<b>Total:</b>	<u>£ 3,814.50</u>
<b>e) Payments for Approval:</b>		
	Bens Takeaways Ltd: May Day Pig Roast	£ 545.00
	Broker Network Ltd: Annual Insurance from 1 June: either £319.29 or £303.33 with 3-year tie-in	£ 319.29
	Simon Skeys: Lengthsman Scheme £168 for Tutnall & Cobley; £84 for Burcot Village Hall	£ 252.00
	<b>Total:</b>	<u>£ 1,116.29</u>
<b>f) Unpresented Cheques:</b>	Simon Skeys	£ 168.00
<b>g) Annual Internal Audit:</b>		
<b>h) PAYE Return:</b>	Return has been submitted. I have unsuccessfully tried to submit P9D (expenses) but S Reynolds name has blocked the submission for the third year running. Fault has been logged with HMRC.	
<b>h) Finance Items - Proposed and Seconded:</b>		

**15 RISK REVIEW LOG AND ASSET REGISTER:**

The Risk Review Log and Asset Register are enclosed for Members' consideration and approval.

**16 REGISTER OF MEMBERS' INTERESTS:** Forms will be available for Members to complete if they wish to update their records.

**17 PARISH LETTER HEADING:** Sample headings attached. To consider adoption of a new one?

**18 VISUAL ENHANCEMENT OF THE PARISH:** Provision of flower bed on Broad Green by HMP Hewell. Any other suggestions?

**19 MAY DAY FAIR:**

**20 REPORTS FOR INFORMATION** (Items raised for decision will appear on the agenda for the next meeting.)

- a) DISTRICT COUNCILLOR
- b) COUNTY COUNCILLOR
- c) FOOTPATH WARDEN:
- d) TREE WARDEN
- e) COMMUNITY HALL REPRESENTATIVE
- f) CONSERVATION OFFICER
- g) CHARITIES

**21 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.

**22 DATE OF NEXT MEETING:**

To confirm the date of the next meeting which is scheduled for 8 June 2010 at 7.20pm in the Committee Room, Tardebigge Community Hall.