

# SUCKLEY PARISH COUNCIL

Clerk: Mrs Lynn Butler, 4 Old Forge, Whitbourne, Worcester, WR6 5SB  
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9 May 2023

Notice is given that the Annual Meeting of the Parish Council will be held on **Monday 15<sup>th</sup> May 2023 at 7.00 pm in Suckley Parish Church.**

Yours sincerely

*L. S. Butler*

**Lynn S. Butler (Mrs)**  
Clerk to Suckley Parish Council

## **PARISH COUNCIL ANNUAL MEETING – 15<sup>th</sup> May 2023 NOTICE & AGENDA**

1. Election of Chairman & signing of Acceptance of Office for Chairman
2. Apologies for Absence
3. Election of Vice-Chairman
4. **Declarations of Interests**
  - (a) Cllrs are reminded of the need to complete/update their Register of Interests form.
  - (b) To declare any Disclosable Pecuniary Interests in items on the Agenda and their nature.
  - (c) To declare any Other Disclosable Interests in items on the Agenda and their nature.

**Councillors who have declared a Disclosable Pecuniary Interest, or any Other Disclosable Interest which falls within the terms of para 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.**
5. To consider Written Requests from Councillors to Grant a Dispensation (S33 of the Localism Act 2011) relating to items on the Agenda.

**The Meeting will be adjourned for Public Question Time/Participation. (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 are reminded that by doing this, the matters for discussion may be included in public Minutes, and should give their consent to this prior to any discussion. The Chairman will give members of the public the chance to withdraw from the meeting if they so wish.* Members of the public may not take part in the Parish Council Meeting itself.**

6. The Chairman will invite members of the public present to make a short presentation to the Council.
  - (a) Public presentation(s) (including planning applications representatives)

**Planning** (if on Agenda):

- (1) The Council Chairman will ask the applicant/s or their representatives (if present) to put forward any points he/she wishes to make regarding their application
  - (2) Other parishioners are then invited to put forward their comments
  - (3) The applicant/representative then has the opportunity to respond to any points raised if he/she wishes to do so
- (b) Report from County Councillor – Cllr Karen Hanks
  - (c) Report from District Councillor(s)
  - (d) Lengthsman Report (*Clerk*)
  - (e) Footpaths Report (*Clerk*)
  - (f) Local Police Report (*Clerk*)

**The Chairman will re-open the Meeting**

7. To approve and sign minutes of the Parish Council Meeting held on 13<sup>th</sup> March 2023 and Planning & Finance meeting on 17<sup>th</sup> April 2023.
8. To note Model Standing Orders (adopted September 2018) and agree to discuss adopting Model Standing Orders (updated April 2022) at next parish council meeting
9. To note (MHDC) Code of Conduct (adopted July 2022)
10. To note and/or review the Council's Financial Regulations (adopted September 2016)
11. To note and/or review the Council's Insurance schedule
12. To note and/or review the Council's Asset Register
13. To nominate Councillors as follows:-
  - (a) Councillor responsible for Planning:-
  - (b) Council Representatives on Charities:-  
John Palmer Educational Foundation  
Suckley Charities x 2  
Alfrick Educational Charity
  - (c) The Hill Trust
  - (d) Council Representatives on Playing Fields Committee:
  - (e) Council Representatives on Worcs CALC Area Committee:
  - (f) Councillor Liaison with Suckley School
  - (g) Councillors with Special Responsibilities:  
*Currently:-*  
*Police*  
*NHS*  
*Footpaths*
  - (h) Managing social media, Facebook etc
  - (i) Custodian of various PC materials: memorial wreaths and crosses, red ballast
14. Charity Accounts received by the Clerk – Alfrick Educational Charity; Suckley Charities; The Hill Trust; Brookes Memorial Fund; John Palmer Trust.
15. **PLANNING - MHDC**  
**For consideration:-**
  - (a) App No: M/23/00569/FUL  
Location: Old Hopyard, Suckley, Worcester, WR6 5DG  
Proposal: Demolition of existing garage/store, construction of single storey Adult Education Centre and new access track within site boundary.

**Decision notice for information:-**

- (b) App No: M/23/00485/AGR  
Location: Conowley, Birchwood Road, Suckley, WR6 5DT  
Proposal: Prior notification of building for agricultural/forestry purposes

**Approved with conditions:** to be finished in larch timber boarding and roof material in anthracite grey.

16. HIGHWAYS & BYWAYS
17. COUNCILLOR VACANCIES (*Clerk to Report*)
18. COMMUNITY
- (a) Kings Coronation – anything to report
  - (b) Parish Map Board (*Cllr Ormerod to report*)
  - (c) Parish Council website (*Clerk to report*)
  - (d) Boundary Markers (*Cllr Gray*)
  - (e) Future Projects
19. FINANCE
- (a) The following payments to be approved at this meeting:-
    - Gen Fund**
    - LS Butler – Clerk’s salary April 2023 - £686.60
    - Worcestershire CALC annual renewal - £414.74
  - (b) **Update of Banking arrangements**
    - (i) four councillor signatories are required
    - (ii) to agree future banking – stay with Nat West or seek another bank
  - (c) **Lengthsman**
    - (i) To sign agreement for 2023/24
    - (ii) To agree revised hourly rate
  - (d) **Grants/Donations**
  - (e) Suckley PCC – maintenance of graveyards 2023/24 plus additional funding for permanent paths to access the church
  - (f) Suckley Playing Fields – Grant 2023/24
  - (g) BFG (SPACE) Donation for BFG event 2023/24
  - (h) Consider and Approve Year End Accounts to 31<sup>st</sup> March 2023 – internally audited (these to be signed & dated by the Clerk & Chairman)
20. (a) **APPROVAL OF ANNUAL AUDIT for Accounts to 31<sup>st</sup> March 2023 – (as an “Exempt” Authority)** statement of exemption certificate to be signed by the Clerk & Chairman
- (b) **ANNUAL AUDIT RETURN 2022/23 – Approval of Section 1 – Annual Governance Statement** (to be signed by Clerk & Chairman)
- (c) **ANNUAL AUDIT RETURN 2022/23 – Approval of Section 2 – Accounting Statement** (to be signed by Clerk & Chairman)
21. PLAYING FIELD COMMITTEE  
(*Cllr C Luton to report*)
22. DEFIB FACILITIES – SUCKLEY  
(*Cllr A Lewis to report*)
23. RISK ASSESSMENT – (*Cllr R Hill/Cllr C Luton to report*)
- (a) Report on any negative inspections of Bus Shelters, Playground Equipment, Skateboard Facility, Sports Equipment, Trees in Quarry, Map Board

24. SUCKLEY CHURCH –  
*(Cllr A Lewis/Cllr L Devenish to report)*
25. SUCKLEY SCHOOL  
*(Cllr L Devenish to report)*
26. MATTERS FOR FUTURE AGENDA

**Next Meeting - Annual Parish Meeting: Monday 22<sup>nd</sup> May 2023 at 7.00 pm in Suckley Church**

**Next Parish Council Meeting: Monday 10<sup>th</sup> July 2023 at 7.00 pm in Suckley Village Hall**