

TO MEMBERS OF LITTLE COMBERTON PARISH COUNCIL

You are duly requested to attend the annual meeting of the Parish Council to be held on
Tuesday 7th May 2024 in Little Comberton Village Hall, following the Annual Parish meeting at
7.00 pm
AGENDA

1. **Apologies for absence:** To receive apologies
2. **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 Interests 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 of the Localism Act 2011) are to be with the clerk at least four clear days 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 be a criminal offence.
3. **Election of Chairman and signing of declaration of acceptance of office**
4. **Election of Vice Chairman**
5. **Parishioners' comments**
Meeting adjourned for Public Question Time.
6. **Minutes:** To consider approval of the minutes of the meeting held on Tuesday 16th April 2024 (attached)
7. **Progress reports:** for information
 - a. Lengthsman: Updates
 - b. Highways: Speed zone initiative
 - c. Highways: Drainage updates
 - d. Airband poles: Wick Road
 - e. Trees: Wick Road Mistletoe & Mary Brook
 - f. Bonfires: Updates
8. **To note model Calc standing orders and approved financial regulations (attached)**
9. **To note the Code of Conduct (attached)**
10. **To consider and appoint Councillor roles**
11. **District and County Councillors' reports:** for information
12. **Planning**
13. **Finance**
 - a) Current Balances
 - b) To consider payments to be made as on the attached list
 - c) To note the period of public rights to inspect the financial records of the Council, to commence on 3/6/24 – 12/7/24
 - d) Proposal to approve Parish insurance provision for the period 1/6/24 – 31/5/25
 - e) Proposal to consider and approve quotations received for health & safety tree inspection at the parish memorial garden.
14. **Correspondence for information:** To note the attached appendix of items.
15. **Date of next meeting:** Wednesday 12th June 7.30pm

Nicola Harding, Clerk to the Parish Council

Meeting Tuesday 7th May 2024
Detail Information as at 30th April 2024

Item 7, Progress reports	<p>a. Lengthsman: Updates</p> <p>b. Highways: Speed zone initiative: Revised costings</p> <p>c. Highways: Drainage updates from WCC Drainage engineer</p> <p>d. Airband poles: Wick Road – collaboration with Elmley Castle Parish Council</p> <p>e. Trees: Advice from WCC Senior Greenspace Officer – Wick Road mistletoe & Mary Brook</p> <p>f. Bonfires: Updates</p>																												
Items 8-10	<p>-To note model Calc standing orders and approved financial regulations (attached)</p> <p>-To note the Code of Conduct 2020 (attached)</p> <p>-To consider and appoint Councillor remaining roles: Police liaison & quarterly bank reconciliations</p>																												
Item 12, Planning	<p>W/24/00031/HP Associated Ref: W/24/00032/LB Location: The Old Thatch, Pershore Road - addition of new obscured glass window to the upstairs bathroom. Rebuild and extend the garage/workshop. Replace all existing windows. Timber rose arch between house and detached garage to form covered pedestrian link – <i>a decision remains pending.</i></p> <p>W/23/01896/FUL: Amendment to retrospective distillery application at Ringsmere Orchard: submission of Vehicle Access Appraisal. <i>Comments forwarded 15/4/24 – a decision remains pending.</i></p> <p>W/23/01876/FUL: Construction of a general purpose agricultural building - application now approved. Approval conditions circulated: approval conditions of this planning application. The only conditions related to timing of the build (within 3 years) and some highway and drainage requirements. No changes to the orientation, cladding etc appear to have been made as there are no updated applicant documents subsequent to our comments being submitted.</p>																												
Item 13, Finance	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">a) Current Balances</td> <td></td> </tr> <tr> <td>Treasurer's Account</td> <td style="text-align: right;">£15,622.61</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">£15,622.61</td> </tr> <tr> <td colspan="2">b) Payments to report:</td> </tr> <tr> <td>Internal audit fee 23/24 accounts</td> <td style="text-align: right;">£140.00</td> </tr> <tr> <td>Salary: May 2024</td> <td style="text-align: right;">£388.70</td> </tr> <tr> <td>Worcs Calc annual subscription fee</td> <td style="text-align: right;">£237.36</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">£766.06</td> </tr> <tr> <td colspan="2">Income to report:</td> </tr> <tr> <td>Precept (i) 2024-25</td> <td style="text-align: right;">£3,550.00</td> </tr> <tr> <td>Council Tax Support Grant (i) 2024-25</td> <td style="text-align: right;">£162.00</td> </tr> <tr> <td colspan="2">c) To note the period of public rights to inspect the financial records of the Council, to commence on 3/6/24 – 12/7/24 & publish notice</td> </tr> <tr> <td colspan="2">d) Proposal to approve Parish insurance provision for the period 1/6/24 – 31/5/25 @ £287.69</td> </tr> <tr> <td colspan="2">e) Proposal to consider and approve quotations received for health & safety tree inspection at the parish memorial garden.</td> </tr> </table>	a) Current Balances		Treasurer's Account	£15,622.61	TOTAL	£15,622.61	b) Payments to report:		Internal audit fee 23/24 accounts	£140.00	Salary: May 2024	£388.70	Worcs Calc annual subscription fee	£237.36	TOTAL	£766.06	Income to report:		Precept (i) 2024-25	£3,550.00	Council Tax Support Grant (i) 2024-25	£162.00	c) To note the period of public rights to inspect the financial records of the Council, to commence on 3/6/24 – 12/7/24 & publish notice		d) Proposal to approve Parish insurance provision for the period 1/6/24 – 31/5/25 @ £287.69		e) Proposal to consider and approve quotations received for health & safety tree inspection at the parish memorial garden.	
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Item 14, Correspondence

Worcs Calc	News bulletin received for Clerks & Cllrs & details of new training sessions available for both Clerks & Cllrs. (attached)
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