

**TO MEMBERS OF GREAT COMBERTON PARISH COUNCIL**

**You are duly requested to attend the annual meeting of the Parish Council to be held on Monday 13th May 2024 in Great Comberton Village Hall, following the Annual Parish Meeting at 7.00pm**

**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. **Casual vacancy**
6. **Parishioners' comments**  
Meeting adjourned for Public Question Time.
7. **Minutes:** To consider the approval of the minutes of meeting held on Monday 4<sup>th</sup> March 2024.
8. **Progress reports:** for information
  - a. Eckington Bridge: Site visit 10<sup>th</sup> May 2024: updates
  - b. Highways: Road safety & Pershore Road verges
  - c. Footways: Scheduled repairs: updates
  - d. Lengthsman Scheme: updates
  - e. Grant funding WDC
9. **To note model Calc standing orders and approved financial regulations** (attached)
10. **To note the Code of Conduct** (attached)
11. **To consider and appoint Councillor roles:** Finance/lengthsman liaison/police liaison/notice board
12. **District and County Councillors' reports:** for information
13. **Community Infrastructure Levy 2023/24**
14. **Dog waste**
15. **Planning**
16. **Finance**
  - a) Current Balances
  - b) To consider payments to be made as on the attached list
  - c) To approve and sign the Certificate of Exemption for the year ended 31 March 2024
  - d) Audited accounts & Annual Return: 31<sup>st</sup> March 2024 – Internal auditor report &
    - (i) Proposal to approve and sign Section 1: Annual governance statement (copy attached)
    - (ii) Proposal to approve and sign Section 2: Accounting statements (copy attached)
  - e) To approve the period of public rights to inspect the financial records of the Council, to commence on 3/6/24 – 12/7/24
17. **Correspondence for information:** To note the attached appendix of items
18. **Councillors' reports and items for future agendas:** Proposal to approve Open Gardens Funds transfer
19. **Date of next meeting:** To be agreed  
Nicola Harding, Clerk to the Parish Council

**Meeting Tuesday 13<sup>th</sup> May 2024**  
**Detail Information as at 2<sup>nd</sup> May 2024**

<b>Item 5, casual vacancy</b>	Following the resignation of Cllr Inglis, a casual vacancy exists on the parish council. WDC have been notified and a public notice has been prepared for publication.																																		
<b>Item 8, Progress reports</b>	a. Eckington Bridge: Site visit 10 <sup>th</sup> May 2024: updates b. Highways: Road safety & Pershore Road verges: updates c. Footways: Scheduled repairs: updates d. Lengthsman Scheme: updates e. Grant funding: WDC – any ideas for future developments & applications																																		
<b>Item 9, Standing orders</b>	To note model Calc standing orders and approved financial regulations (attached)																																		
<b>Item 10, Code of Conduct</b>	To note the 2020 Code of Conduct adopted 2022 (attached)																																		
<b>Item 11, Cllr roles</b>	To consider and appoint Councillor roles: Finance/lengthsman liaison/police liaison/notice board																																		
<b>Item 13, CiL</b>	Notification of receipt of Community Infrastructure Levy (CiL) @ £1074.00, as a result of development commenced during 01 October 2023 to 31 March 2024 at Tibbetts Farm, Russell Street, planning reference W/17/01216. Payment of the Fund will be made by Wychavon District Council on a bi-annual basis in April and October. Consideration of potential expenditure of funds.																																		
<b>Item 14, Dog waste</b>	Consideration of additional waste bin near Back Lane junction.																																		
<b>Item 15, Planning</b>	<b>W/24/00060/HP:</b> The Pound - Addition of solar panels to one slope of existing garage roof. Plans circulated 20 <sup>th</sup> February – <i>application approved.</i>  <b>W/24/00721/HP</b> Valley House, Church Street – Demolition of detached garage & erection of new garage & summerhouse. <i>Circulated: no comments to submit.</i>																																		
<b>Item 16, Finance</b>	<p>a) Current Balances at 2<sup>nd</sup> May 2024</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Current Account:</td> <td style="text-align: right;">£8,686.42</td> </tr> <tr> <td>Business Premium Account:</td> <td style="text-align: right;">£1,795.73</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right;"><b>£10,482.15</b></td> </tr> </table> <p>b) <i>Payments to report:</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Salary: April 2024</td> <td style="text-align: right;">£323.92</td> </tr> <tr> <td>Salary: May 2024</td> <td style="text-align: right;">£323.92</td> </tr> <tr> <td>Expenses: March/April/May 24</td> <td style="text-align: right;">£36.00</td> </tr> <tr> <td>Calc subs 24/25</td> <td style="text-align: right;">£230.09</td> </tr> <tr> <td>Internal audit fee: 23/24 accounts</td> <td style="text-align: right;">£55.00</td> </tr> <tr> <td>Parish Insurance: 3 year LTA 1/6/24-31/5/25</td> <td style="text-align: right;">£258.52</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right;"><b>£1,227.45</b></td> </tr> </table> <p><i>Income to report:</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">WCC LM February 24</td> <td style="text-align: right;">£156.00</td> </tr> <tr> <td>WCC LM March 24</td> <td style="text-align: right;">£180.00</td> </tr> <tr> <td>HMRC VAT refund 23/24</td> <td style="text-align: right;">£55.58</td> </tr> <tr> <td>Precept (i) 24/25</td> <td style="text-align: right;">£2,650.00</td> </tr> <tr> <td>Council Tax Support grant (i) 24/25</td> <td style="text-align: right;">£121.00</td> </tr> <tr> <td>Community Infrastructure Levy (CiL)</td> <td style="text-align: right;">£1074.00</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right;"><b>£4,236.58</b></td> </tr> </table> <p>c) To approve and sign the Certificate of Exemption for the year ended 31 March 2024  d) Audited accounts &amp; Annual Return: 31<sup>st</sup> March 2024 – internal audit report &amp;  (i) Proposal to approve and sign Section 1: Annual governance statement  (ii) Proposal to approve and sign Section 2: Accounting statements  e) To approve the period of public rights to inspect the financial records of the Council, to commence on 3/6/24 – 12/7/24</p>	Current Account:	£8,686.42	Business Premium Account:	£1,795.73	<b>TOTAL</b>	<b>£10,482.15</b>	Salary: April 2024	£323.92	Salary: May 2024	£323.92	Expenses: March/April/May 24	£36.00	Calc subs 24/25	£230.09	Internal audit fee: 23/24 accounts	£55.00	Parish Insurance: 3 year LTA 1/6/24-31/5/25	£258.52	<b>TOTAL</b>	<b>£1,227.45</b>	WCC LM February 24	£156.00	WCC LM March 24	£180.00	HMRC VAT refund 23/24	£55.58	Precept (i) 24/25	£2,650.00	Council Tax Support grant (i) 24/25	£121.00	Community Infrastructure Levy (CiL)	£1074.00	<b>TOTAL</b>	<b>£4,236.58</b>
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**Item 17, Correspondence**

Worcs Calc	News bulletin received for Clerks & Cllrs & details of new training sessions available for both Clerks & Cllrs. (attached)
AVRAG	Details received from Avon Vale River Action group, regarding water quality of Mary Brook & Avon.

**Item 18, Councillors' reports and items for future agendas** Proposal to approve Open Gardens Funds transfer.