



Rous Lench Parish Council

Councillors are summoned to The Annual Meeting of Rous Lench Parish Council at 7:30PM on Monday 20th May 2024 in Rous Lench Village Hall

Press and public are cordially invited to attend

Agenda

1. **Election of a Chairman** and signing the Declaration of Acceptance of Office.
2. **Election of a Vice-Chairman and Deputy Vice-Chairman**
3. **Apologies for absence:** To receive apologies and to approve reasons for absence.
4. **Declarations of Personal and Prejudicial Interest**
 - 4.1. **Register of Interests:** With reference to items on the agenda members are reminded of their responsibility to declare interests and to update their register of interests as required. *Failure to register or declare an interest may result in the commission of a criminal offence.*
 - 4.2. **Disclosable Pecuniary Interests:** To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. *Councillors with a Disclosable Pecuniary Interest must leave the room for the relevant items.*
 - 4.3. **Other Disclosable Interests:** To declare any Other Disclosable Interests in items on the agenda and their nature. *Councillors with an Other Disclosable Interest may need to leave the room for the relevant items.*
 - 4.4. **Dispensations:** To consider any written dispensations from members who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote.
5. **Open Session:** *The meeting will be adjourned for the open session.*
 - 5.1. **District Councillors:** To receive a report.
 - 5.2. **County Councillor:** To receive a report.
 - 5.3. **Police:** To receive a report.
 - 5.4. **Public participation:** At the discretion of the Chairman members of the public will be invited to speak and/or question the Parish Council on issues relating to this agenda or raise issues for future consideration. *Maximum duration 5 minutes per person and 15 minutes in total.*
6. **To consider and adopt the minutes** from the Parish Council meeting on the 18th March 2024.
7. **Planning:** To consider the following planning applications to be determined by Wychavon District Council and appeals to be determined by the Planning Inspectorate:
 - 7.1. **SWDP Review consultation** – response provided by RLPC. Any updates to be provided.
 - 7.2. **W/23/00321/FUL**, The Caravan At, Radford Road, Rous Lench, Evesham, WR11 4UL –



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amended to part change of use of land (retrospective) from agricultural land to provide extension to existing gypsy site approved under reference W/15/01159 together with the siting of 3 no. mobile homes, 3 no. day rooms and 3 no. touring caravans to provide three gypsy pitches for members of the same family. Comment provided by RLPC, currently pending decision.

- 7.3. **W/23/02236/FUL**, Land On, Little Ashdene Farm, Kington Lane, Kington - Change of use of land to residential for the erection of 3 dwellings. Comment provided by RLPC, currently pending decision.
- 7.4. **W/24/00175/FUL**, Westol Hall Farm, Alcester Road, Radford, Worcester, WR7 4LW - Change of use of land to residential garden land within the curtilage of Westol Hall Farmhouse. Application approved by Wychavon District Council.
- 7.5. **W/24/00253/FUL**, Land at (OS 0113 5403), Radford Road, Rous Lench - Erection of agricultural grain store. Application approved by Wychavon District Council.
- 7.6. **W/24/00501/HP (Clerk's delegation)** To note comments submitted between scheduled meetings: Beehive Cottage, Radford Road, Rous Lench, Evesham, WR11 4UL - Erection of a timber garden shed. Application approved by Wychavon District Council.

8. Public Rights of Way and Highways

- 8.1. **PROW maintenance and obstruction issues:** To report issues and provide updates.
- 8.2. **Lengthsman Scheme:** To receive update and to consider items for the Lengthsman's work schedule.
- 8.3. **Flooding:** Update on flooding issues within the Parish.

9. Progress reports: Clerk's report

- 9.1. Update Council on actions since previous meeting.

10. Community Garden and Allotments: update from Cllr Newton.

11. Rous Lench and Radford Parish: Items for discussion or decision or to share updates.

- 11.1. **Asset maintenance checks** (standing item).
- 11.2. **Vehicle Activated Sign (VAS)** – update to be provided regarding the funding applications.
- 11.3. **Community Infrastructure Levy (CIL) funding** – to consider options to spend the CIL funding on.
- 11.4. **Community Legacy Grant (round 5)** – to receive an update on the application to be made for St Peter's Church.
- 11.5. **Trees on Village Green** – to review surveys and quotes for work required on the trees on the village Green.
- 11.6. **Atlas Tower Group** – to discuss the initial contact from Worcestershire County Council.
- 11.7. **Flags for the Flagpole** – to discuss the need for two new flags.
- 11.8. **Road Safety on A422** – update following meeting held by Flyfords Parish Council.

12. Annual Business as per Standing Orders:

- 12.1. **Review of delegation arrangements to the Clerk and terms and conditions of the Staffing and Finance Working Group** and to appoint 2 members (Chairman and Vice-Chair ex officio members.)

- 12.2. Review and adoption of Standing Orders and Financial Regulations and other RLPC Policies** – to include General Data Protection Policies.
- 12.3. Review of inventory of assets and risk assessment.**
- 12.4. To consider quotes received on arrangements for insurance cover.**
- 12.5. Worcestershire CALC annual subscription:** To agree the payment of £220.99.
- 12.6. Review of appointments/representation to external bodies:**
 - 12.6.1.** Wychavon Area CALC representative x 2.

- 13. Finance:**
 - 13.1. To receive and note Annual Internal audit** from Internal Auditor.
 - 13.2. To approve the accounts year ending 31.03.2024** including bank reconciliation, explanation of significant variances and payments over £100.
 - 13.3. To adopt the Statement of Internal Control and Annual Review of Effectiveness of Internal Control.**
 - 13.4. To consider documents for approval for the External Auditor:**
 - 13.4.1.** To approve Annual Governance Statement.
 - 13.4.2.** To approve Statement of Accounts.
 - 13.5. Bank mandate:** To review bank signatory arrangements.
 - 13.6. 2024-25 Budget expenditure:** To consider and approve.
 - 13.7. 2024-25 Bank reconciliation:** To consider and approve.
 - 13.8. Invoices:** To approve the following invoices for payment:
 - 13.8.1.** Kerry Williamson (Clerk) - April and May salary and expenses.
 - 13.8.2.** Simon Skeys (Lengthsman).
 - 13.8.3.** Rous Lench Village Hall – hall booking for meeting.
 - 13.8.4.** CALC – annual subscription.
 - 13.8.5.** Annual insurance premium (Agenda item 12.4).
 - 13.8.6.** Iain Selkirk – Internal audit fee.
 - 13.9. Clerk's Delegation:** To note the following payments made between meetings:
 - 13.9.1.** Taylor Landscape and Design Limited (allotments – CLG funding): £2,200
 - 13.9.2.** Simon Newton (allotments – CLG funding): £421
 - 13.10. Grant Application from Rous Lench and Radford Community Gardens:** To consider the grant application of £3,000 towards phase 2 and completion of the project.

- 14. Correspondence:** Clerk to present correspondence received since previous meeting.
- 15. Councillor Reports & Items for Future Agenda.**
- 16. Meeting dates:** To agree meeting dates for 2024/25.

Dated 14th May 2024

*Kerry Williamson
Clerk and RFO*