

SUCKLEY PARISH COUNCIL

Notice of Meeting

A meeting of Suckley Parish Council is to be held in the Parish Councils Playing Field Pavilion, Suckley, Worcester, WR6 5DE

Monday 11th November 2024 at 7.30 pm.

*Members of the public are invited to attend and in accordance with the parish council's Standing Orders may at agenda item 4, make representations, answer questions and give evidence at this meeting in respect of the business on the agenda.

During agenda item 4:

- i. the period designated for public participation shall not exceed fifteen minutes.
- ii. no member of the public shall speak for more than five minutes unless directed by the Chair of the meeting.
- iii. no question put shall require a response nor start a debate on the question.
- iv. the Chair of the meeting may direct that a written or oral response be given.

Whilst members of the public are welcome to stay in the meeting after agenda item 4, there is no opportunity for participation unless invited to do so by the Chair of the meeting.

Summons

Councillors are hereby summoned to a meeting of Suckley Parish Council to transact the business set out in the following agenda.

Signed: *L Cleaver*

Dated 5th November 2024

Lesley Cleaver

Clerk and Responsible Financial Officer.

Email: suckleypcclerk@hotmail.com

AGENDA

1. **Chair's welcome and to record apologies** from absent parish councillors.
2. **Declarations of Interests.** Members are reminded of:
 - (a) the statutory requirement to declare all matters relating to their Register of Interests regarding Disclosable Pecuniary Interests (DPI) and
 - (b) the requirement in the council's Members Code of Conduct to declare all Other Registerable Interests (ORI) and None-Registerable Interests (NRI) in matters to be considered in the meeting.

When a councillor declares any type of interest, they must leave the meeting when that matter is discussed unless granted a dispensation by the council.

3. **Consideration of any request for a dispensation.**

Should any councillor declare any of DPI, ORI, NRI, they may apply for a dispensation which must be in writing and provided to the Clerk before the meeting starts, stating the nature of the interest and asking to be allowed to (a) stay in the meeting, or (b) stay and speak, or (c) stay, speak and vote.

The council is required to decide whether to allow the dispensation request, depending on the nature of the subject and the likely impact on public perception.

4. Public Participation

(a) * Please refer to the notes above. Speakers will be asked to give their name to the meeting, however comments made will be anonymised and summarised in the ensuing minutes.

(b) Public presentation(s) Planning (if on the agenda) (including planning applications representatives)

Planning application M/24/01436/HP – The Crest, Crews Hill, Alfrick, Worcester, WR5 5HF. Extension and refurbishment of the existing house with replacement garage.

- (1) The Council Chair will ask the applicant/s or their representatives (if present) to put forward any points they wish 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

(c) To receive a report from and ask questions of County Councillor: Cllr Karen Hanks

(d) To receive a report from, and ask questions of District Councillors: Sarah Rouse and Peter Whatley.

(e) Lengthsman Report (*Clerk*)

(f) Local Police Report (*Cllr Richard Lewis Chair*)

(g) School report (*Cllr Helen Philpotts*)

5. To approve and sign the minutes of the meeting held 14/10/2024 as a true and accurate record, draft minutes available online.

6. Policy Documents

To consider and resolve to agree the following:

- (a) Financial Regulations
- (b) Code of Conduct
- (c) Communications policy for the use on the councils Facebook page.
- (d) Communications policy for the use of WhatsApp
- (e) Donations

7. Planning – MHDC

- (a) For Council Consideration
M/24/01436/HP

The Crest, Crews Hill, Alfrick, Worcester, WR6 5HF
Extension and refurbishment of the existing house with replacement garage

(b) Decisions (for information only):

8. Playing Field Committee

- (a) To agree the Terms of Reference as presented for the Playing Field Committee.
- (b) Financials (Cllr Andrew Mansell).
- (c) Report presented (Cllr Andrew Mansell).

9. Reports

- (a) Footpaths (Cllr Helen Philpotts)
- (b) Clerk (Clerk L Cleaver)

10. Community - Projects/items for discussion/update:-

- (a) Mobile Phone Mast (Atlas Tower Group) (Cllrs Lewis & Mansell)
- (b) Neighbourhood Plan- details as emailed to all P Cllrs 22/10/2024 update to be received
- (c) Defibrillator update (Cllr Lewis).
- (d) MHDC Review of Polling Districts, Polling Places and Polling Stations 2024. Comments to be received. Deadline for the receipt of comments Monday 2nd December 2024.
- (e) Worcestershire County Council, Mobile Connectivity Problems. Survey for completion.

11. Communication

- (a) To agreed John Sutton as administrator for the councils Facebook page ensuring the councils Facebook policy adhered to.

12. To note correspondence received: see notes below

13. Finance –

- (a) To review the Councils insurance policy, values as appropriate
- (b) Review budget v actual end of September 2024
- (c) Review bank reconciliation end September 2024, chair to sign accordingly.
- (d) To agree current clerk's payment for October 2024 for the payroll administrator to run 20th November in line with per current contract of employment
- (e) To review budget for next year 2025/2026 and to receive any comments
- (f) To allow Cllr Ormerod to amend the banks registered address in the short term to his home address in order to receive councils bank statements

Approval of payments

(g) Gen Fund:

- £120.00 Smart Cut Ltd invoice 24110 , cutting 3rd October 2024
- £ 579.62 final payment August salary previous clerk
- £ 31.95 final payment July/August expenses previous clerk.
- £ 97.63 expenses for current clerk October as per expenses sheet
- £ 80.00 M J Bosley , vermin control September 2024

£ 60.00 A Mansell Poppy Crosses
£267.30 HMRC to end September 2024
£203.00 P Nightingale play area/all-weather mow/maint March to October 2024

(h) **Playing Field Account**

EDF Electricity figure £41.68 (overdue, paid by clerk) to be reimbursed see clerks expenses

£20.95 A Mansell bolts and nuts for all weather pitches.

(i) To note receipt from MHDC , Precept for 2024/25 £7633.50

14. Payroll Contractor

To formally appoint current payroll administrator from 1st September 2024 to end March 2025 to administer the council payroll functions.

£10 per month, plus £2.50 pension arrangements £30 per hour for extras as required.

15. CRF Appeal

To consider the appeal from Bromyard Community First Responders for funding towards a vehicle, details as emailed to all Cllrs. (referencing the appropriate policy)

16. New Agenda Form

To consider said form for submission of future agenda items.

17. Clerks Delegated Powers

Delegated powers for the clerk to ensure the smooth running of the Council as no meeting in December: details below.

18. To Receive Report Of Parish Councillors

Each councillor is requested to use this opportunity to report minor matters of Information not included elsewhere on the agenda. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

19. Members to raise issues for discussion at the next meeting.

Meeting place , time and dates for 2025

Parish Council logo

Co-option policy

Parish Map (Cllr Ormerod)

Reply required Worcestershire County Council. Public Engagement, Draft Streetscape Design Guide

20. To agree the date, time and venue of next parish council meeting: provisionally set for 8th January 2025

21. CONFIDENTIAL MATTERS

The Council may resolve to close the meeting to members of the public in order to discuss matters relating to confidential matters such as contacts, legal action, staffing, as allowed by the Public Bodies (Admission to Meeting) Act 1960.

22. To agree staffing arrangements/contracts.

Contract and remuneration of the previous Clerk to be agreed for submission to the payroll administrator 20th November 2024.

SUCKLEY PARISH COUNCIL MEMBERS: _

Cllr Richard Lewis Chair, Cllr Simon Jew, Cllr Andrew Mansell, Cllr Howard Ormerod, Cllr Helen Philpotts, Cllr Rebecca Roper.

Notes to support agenda

12 Correspondence.

November

1 st	The Sphere	November digital edition received. Circulated to all P Cllrs
October		
31 st	A member of the public	Fly tipping continuation
31 st	Crowle Parish Council	Flexible skateboarding facility, enquiry
30 th	Independent Playground Co	Play solutions for schools and councils
29 th	Team Rector	Act of Remembrance
29 th	Malvern Hills District Council	Neighbourhood Planning Guidance . Teams Meeting 7th Nov (6 to 7pm)
28 th	A member of the public	Possible fly tipping reported.
28 th	Independent Playground Co	Play projects spares, refurbs.
24 th	Malvern Hills District Council	Planning M/24/01436/HP to all Cllrs
24 th	Smart Cut Limited	Agronomy Report for Cllr Mansell
23 rd	Worcestershire CALC	NALC pay scales 2024/20255 on CALC' website
19 th	Worcestershire CALC	CALC - Update 24-06
19 th	Worcestershire CALC	Newsletter and free zoom invite 30th October
19 th	Easy Web Sites	Web design and domain names
19 th	Govern1	Worldwide Government Services Directory
19 th	Sovereign Play Equipment & Compliance	ADHA awareness month
18 th	Bromyard Community First Aiders	CFR - car appeal passed to all p Cllrs.
18 th	A member of the public	Mobile phone mast - design of leaflet, misleading
17 th	Independent Playground Co	Play projects spares, refurbs.
17 th	Select Research	Mobile phone mast - Suggested route to planning
16 th	A member of the public	Freedom of information request - from the list of correspondence PC Meeting 14th October 2024
15 th	Anonymous	Tennis enquiry
11 th	A member of the public	Eye information to the PC
11 th	Pensions Regulator	Re-enrolment
10 th	Malvern Hills District Council	Online session - Tuesday 15th October - District Arts Co-ordinator sent to all P Cllrs
10 th	Worcestershire CALC	CALC AGM Health & Wellbeing Presentation
10 th	Defibrillator Sales	Defibrillator Health Check
9 th	West Mercia Police Economic Crime Unit	Monthly Fraud and Scam Bulletin.
9 th	Sovereign Compliance	Playground Equipment - maintenance

17. Clerks Delegated Powers

In consultation with the Chairman to pay urgent accounts outside of Council meetings and to seek subsequent retrospective Council approval in January 2025 as no meeting in December.

To liaise with and be first point of contact for all contractors appointed by the Parish Council and Parish Lengthsman.

Planning matters, to formulate a reply on behalf of the Parish Council to district and county councils planning matters and subsequent retrospective Council approval in January 2025