

# Tutnall & Cobley Parish Council

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69 Cavendish Street  
Worcester  
WR5 3DX

Dear Councillor

2nd May 2025

You are summoned to attend the **ANNUAL AND ORDINARY MEETING** of Tutnall & Cobley Parish Council which will be held after the ANNUAL PARISH ASSEMBLY on **Thursday 8th May 2025 at 7.30pm** at Tardebigge Community Hall.

Your Clerk will be present before the meeting to witness the signing of individual Declarations of Office and Undertaking.

Yours sincerely

Lorraine Griffiths

Lorraine Griffiths  
Clerk & Proper Officer

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## A G E N D A

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- 1 **Election of Chairman and signing of Declaration of Office**
- 2 **To consider apologies and to approve reasons for absence**
- 3 **Election of Vice Chairman and signing of Declaration of Office**
- 4 **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.*

*Councillors who have declared a Disclosable Pecuniary Interest, or any 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 result in the commission of a criminal offence.*

*To consider written requests from councillors for the council to grant a dispensation (section 33 of the Localism Act 2011) – written requests to be with the clerk at least four clear days prior to the meeting.*

### **The meeting will be adjourned for Public Question Time**

*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 may not take part in the Parish Council meeting itself.*

*This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.*

- 5 Annual Finance:**
- a) **Accounts for the Year Ending 31 March 2025**  
Enclosed for Members' consideration and approval – Receipts and Payments Account for the year, Bank Reconciliation, Statement of Accounts and Schedule of Fixed Assets.
  - b) **Annual Governance and Accountability Return for the Year Ending 31 March 2025:**  
Notice of annual audit received from PKF Littlejohn; the return date is 1st July 2025. Part 2, sections 1 and 2 to be completed and approved by Council – copy enclosed for consideration.
- 6 To Appoint Representatives / Officers:**  
Footpath Warden  
Tree Warden  
Conservation Officer  
Community Hall Representative  
Charities Representative
- 7 Minutes:** To consider the approval of the minutes of the meetings of the Council on 11<sup>th</sup> April 2025 (attached).
- 8 PROGRESS REPORTS FOR INFORMATION:**
- a) **Clerk:**
  - b) **Chairman:**
  - c) **District Councillor:**
  - d) **County Councillor**
  - e) **Footpath Warden:**
  - f) **Tree Warden:**
  - g) **Conservation Officer:**
  - h) **Community Hall Representative:**
  - i) **Charities Representative:**
- 9 CORRESPONDENCE FOR INFORMATION:**
- a) Bromsgrove District Council: <http://moderngovwebpublic.bromsgrove.gov.uk> for details on Planning Agendas and Minutes.
  - b) Wellbeing in partnership newsletter – emailed
  - c) The Rural Bulletin – emailed
  - d) The Rural Funding Digest – emailed
  - e) PCC Newsletter
  - g) CALC update
- 10 PLANNING MATTERS:**
- Applications for Consideration:**
- Approvals:**
- Appeals:** none
- Refusals:**
- 11 LENGTHSMAN SCHEME:** To consider outstanding issues.
- 12 HIGHWAYS MATTERS:** To consider outstanding issues.
- 13 RISK ASSESSMENT SCHEDULE:** To approve schedule; copy enclosed.

**14 FINANCE:**

<b>c) Bank Balances:</b>	as at 30 <sup>th</sup> April 2025	Current Account	£ 7,882.19
	as at 30 <sup>th</sup> April 2025	Deposit Account	<u>£ 9,179.56</u>
		Total Balance	£ 17,061.75

**d) Receipts:**

Worcs CC £300  
Bromsgrove DC £3800  
Worcs CC £70

**d) Payments for Approval:**

L Griffiths: Salary for April 2025	£ 359.00
Clerk's expenses for April 2025	£ 52.05
Grass cutting – C Evans	£ 120.00
Worcester CALC	<u>£ 667.52</u>
Total	£ 1,198.57

**e) Unpresented Cheques:** 0.00

**f) Outstanding Invoices:** None

**g) Finance Items - Proposed and Seconded:**

**15 COMMENTS FROM MEMBERS:** Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.

**16 DATE OF NEXT MEETING:** To be decided.