

## 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 12 May 2025 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 Tuesday 1<sup>st</sup> April 2025
8. **Progress reports:** for information
  - a. Lengthsman
  - b. Police: Safer Neighbourhood Team
  - c. 'Our Community Can' WDC initiative
  - d. Water testing: WDC
  - e. Brailles Orchard: Railings & Trees
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**
12. **District and County Councillors' reports:** for information
13. **Planning**
14. **Finance**
  - a) Current Balances
  - b) To consider payments to be made as on the attached list
  - c) Proposal to consider & approve quotation for 9m, 1m high estate fencing rails, high end posts & uprights @ £502.00 exc VAT & expenditure of additional Community Infrastructure Levy funds (@ £1,074)
  - d) Proposal to approve lengthsman salary: 2025/26 (details attached.)
  - e) Bank reconciliation & Budget review: 31<sup>st</sup> March 2025
  - f) To approve and sign the Certificate of Exemption for the year ended 31 March 2025
  - g) Audited accounts & Annual Return: 31<sup>st</sup> March 2025 – 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)
  - h) To approve the period of public rights to inspect the financial records of the Council: 3/6/25-14/7/26
15. **Correspondence for information:** To note the attached appendix of items
16. **Date of next meeting:** To be agreed

Nicola Harding, Clerk to the Parish Council

**Meeting Monday 12<sup>h</sup> May 2025**  
**Detail Information as at 1<sup>st</sup> May 2025**

Item 5, casual vacancy	Following the resignation of Cllr Barnes, a casual vacancy exists on the parish council - WDC have confirmed that the parish council may co-opt a new member (one application has been received, attached.)
Item 8, Progress reports	a. Lengthsman b. Police: Safer Neighbourhood Team: latest newsletter received (attached) c. 'Our Community Can' – any updates d. Water testing: WDC – any updates e. Brailles Orchard: Railings & Trees - updates
Item 9, Standing orders	To note model Calc standing orders and approved financial regulations (attached)
Item 10, Code of Conduct	To note the 2020 Code of Conduct adopted 2022 (attached)
Item 11, Cllr roles	To consider and appoint Councillor roles: Finance/lengthsman liaison/police liaison/notice board/PC email & website review
Item 13, Planning	<b>W/25/00444/FUL: Bredon View Holiday Park Estate at, Great Comberton Golf Club, Pershore Road, Great Comberton</b> <i>The change of use of land for the siting of additional holiday lodges and decking, associated internal access provision, parking, landscaping including amenity areas, drainage, associated works and the redevelopment of the remaining golf course to provide a new, nine-hole course.</i> Comments of objection forwarded 7 <sup>th</sup> April 2025. No further updates at present.  <b>W/25/00577/LB Associated Ref: W/25/00576/HP: Shelton Farm, Lower End</b> Description of Proposal: Demolition of minor outbuilding and new replacement conservatory <i>Decision pending.</i>
Item 14, Finance	<div>a) Current Balances at 1st May 2025<div><div>Current Account:£626.12</div><div>Business Premium Account:£9,500.15</div><div>TOTAL£10,126.27</div></div><div>b) Payments to report:<div><div>Salary: April 2025£337.57</div><div>Salary: May 2025£337.57</div><div>Expenses: Feb-May 25£48.00</div><div>Hall hire: March/April x 2£28.00</div><div>Calc subs 2025£233.96</div><div>Internal audit fee: 23/24 accounts£65.00</div><div>Parish Insurance: 3 year LTA 1/6/25-31/5/26£358.91</div><div>GC Social Committee: VE Day fund WDC£250.00</div><div>TOTAL£1,659.01</div></div><div>Income to report:<div><div>WCC LM March 2025£180.00</div><div>Precept (i) 25/26£2,950</div><div>Council Tax Support grant (i) 25/26£121.00</div><div>TOTAL£3,251.00</div></div></div><div>c) Proposal to consider &amp; approve quotation for 9m, 1m high estate fencing rails, high end posts &amp; uprights @ £502.00 exc VAT &amp; expenditure of additional Community Infrastructure Levy funds (@ £1,074)</div><div>d) Proposal to approve lengthsman salary: 2025/26 (details attached.)</div><div>e) Bank reconciliation (iv) 31 March 2025 &amp; end of year budget review</div><div>f) To approve and sign the Certificate of Exemption for the year ended 31 March 2025</div><div>g) Audited accounts &amp; Annual Return: 31<sup>st</sup> March 2025 – internal audit report &amp;</div><div>(i) Proposal to approve and sign Section 1: Annual governance statement</div><div>(ii) Proposal to approve and sign Section 2: Accounting statements</div><div>h) To approve the period of public rights to inspect the financial records of the Council, to commence on 3/6/25-14/7/26</div></div></div>

#### **Item 15, Correspondence**

Worcs Calc	Notification has been received that there will be a new assertion as part of the Annual Governance & Accountability Return (AGAR,) for the 2025/26 financial year regarding digital and data compliance – as one of these requirements is that every authority must have a generic email account hosted on an authority owned domain, Councils are urged to investigate this further in order to be compliant at the end of the financial year, via <a href="https://www.gov.uk/guidance/moving-your-parish-council-to-a-govuk-domain">https://www.gov.uk/guidance/moving-your-parish-council-to-a-govuk-domain</a> Further details to be made available at the meeting.
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**Item 16. Date of next meeting:** Monday 1<sup>st</sup> September 2025 - to be agreed

#### **Item 17, Councillors' reports and items for future agendas**

To note any items for future consideration.

**Nicola Harding, Clerk to the Parish Council**