

TO MEMBERS OF LITTLE COMBERTON PARISH COUNCIL

**You are duly requested to attend the annual meeting of the Parish Council to be held on
Wednesday 14th May 2025 in Little Comberton Village Hall, following the Annual Parish meeting at**

7.00 pm

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. **Parishioners' comments**

Meeting adjourned for Public Question Time.
6. **Minutes:** To consider approval of the minutes of the meeting held on Wednesday 9th April 2025 (attached)
7. **Progress reports:** for information
 - a. Lengthsman: Updates
 - b. Airband poles: Wick Road
 - c. Trees: Wick Road Mistletoe
 - d. Bonfires: Updates
 - e. Village parking
 - f. Footpaths/PRoW
8. **Parish Council's data & digital compliance; 2025/26 Annual Return**
9. **Parish projects**
10. **To note model Calc standing orders and approved financial regulations (attached)**
11. **To note the Code of Conduct (attached)**
12. **To consider and appoint Councillor roles**
13. **District and County Councillors' reports:** for information
14. **Planning**
15. **Finance**
 - a) Current Balances
 - b) To consider payments to be made as on the attached list
 - c) Proposal to approve expenditure @ up to £830.00 for advice and first registration of possessory title of land at parish memorial garden.
 - d) Proposal to consider and approve quotations for website & email transition (attached)
 - e) Audited accounts & Annual Return: 31st March 2025 - Internal auditor report &
 - (i) Proposal to approve and sign Section 1: Annual governance statement
 - (ii) Proposal to approve and sign Section 2: Accounting statements
 - f) To note the period of public rights to inspect the financial records of the Council, to commence on 3/6/25 – 14/7/26
16. **Correspondence for information:** To note the attached appendix of items.
17. **Date of next meeting:** Wednesday 11th June 2025, 7.30pm **Nicola Harding, Clerk to the Parish Council**

Meeting Wednesday 14th May 2025
Detail Information as at 7th May 2025

Item 7, Progress reports	a. Lengthsman: Updates & 2025/26 contract b. Airband poles: Wick Road c. Trees: Memorial Garden & Wick Road Mistletoe d. Bonfires: Updates e. Village parking f. Footpaths/PRoW: Footpath # 517																																										
Item 8, PC domain name & website	Requirement for parish Council's data & digital compliance: 2025/26 annual return: 3 quotations requested; 2 quotations received for consideration under finance.																																										
Item 8, Parish projects	Consideration of potential future parish projects																																										
Items 9-11	-To note model Calc standing orders and approved financial regulations (attached) -To note the Code of Conduct 2020 (attached) -To consider and appoint Councillor roles: website & new email compliance, notice boards, police liaison, finance, lengthsman																																										
Item 14, Planning	<p>W/25/00495/GPDQ: Land and Buildings (OS 9640 4333) Little Comberton Pershore - Notification for Prior Approval for the proposed change of use of an Agricultural Buildings to 2 no. dwelling houses and associated operational development – <i>application refused..</i></p> <p>W/25/00444/FUL: Bredon View Holiday Park Estate at, Great Comberton Golf Club, Pershore Road, Great Comberton Description of Proposal: 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 8th April 2025 & decision pending.</i></p> <p>W/23/01519/AGR: Old House Farm – Discussion regarding agricultural prior notification for the replacement of an expired agricultural building, approved by Wychavon in August 2023: scale & proposed use.</p>																																										
Item 15, Finance	<table> <tr> <td>a) Current Balances</td><td></td></tr> <tr> <td>Treasurer's Account</td><td style="text-align: right;">£15,707.37</td></tr> <tr> <td style="text-align: right;">TOTAL</td><td style="text-align: right;">£15,707.37</td></tr> <tr> <td>b) Payments to report:</td><td></td></tr> <tr> <td>Salary: May 2025</td><td style="text-align: right;">£405.08</td></tr> <tr> <td>Clerk's Expenses: Energy & printing</td><td style="text-align: right;">£6.99</td></tr> <tr> <td>Clerk's overtime: 2.25 hours</td><td style="text-align: right;">£35.00</td></tr> <tr> <td>Worcs Calc 2025 annual subscription fee</td><td style="text-align: right;">£252.11</td></tr> <tr> <td>Village Hall: April 25 hire</td><td style="text-align: right;">£13.00</td></tr> <tr> <td>Parish insurance 1/6/25-31/5/26</td><td style="text-align: right;">£376.61</td></tr> <tr> <td>Z, Kirby: Internal audit fee 2024/25 accounts</td><td style="text-align: right;">£180.00</td></tr> <tr> <td style="text-align: right;">TOTAL</td><td style="text-align: right;">£1,308.79</td></tr> <tr> <td>Income to report:</td><td></td></tr> <tr> <td>Precept (i) 2025-26</td><td style="text-align: right;">£3,800.00</td></tr> <tr> <td>Council Tax Support Grant (i) 2025-26</td><td style="text-align: right;">£162.00</td></tr> <tr> <td>c) Proposal to consider and approve expenditure @ up to £830.00 exc VAT for legal advice and first registration of possessory title of land at parish memorial garden (attached)</td><td></td></tr> <tr> <td>d) Proposal to consider and approve quotations for website & email transition (attached)</td><td></td></tr> <tr> <td>e) Audited accounts & Annual Return: 31st March 2025 - Internal auditor report &</td><td></td></tr> <tr> <td>(i) Proposal to approve and sign Section 1: Annual governance statement,</td><td></td></tr> <tr> <td>(ii) Proposal to approve and sign Section 2: Accounting statements</td><td></td></tr> <tr> <td>f) To note the period of public rights to inspect the financial records of the Council, to commence on 3/6/25 – 14/7/26 & publish notice</td><td></td></tr> </table>	a) Current Balances		Treasurer's Account	£15,707.37	TOTAL	£15,707.37	b) Payments to report:		Salary: May 2025	£405.08	Clerk's Expenses: Energy & printing	£6.99	Clerk's overtime: 2.25 hours	£35.00	Worcs Calc 2025 annual subscription fee	£252.11	Village Hall: April 25 hire	£13.00	Parish insurance 1/6/25-31/5/26	£376.61	Z, Kirby: Internal audit fee 2024/25 accounts	£180.00	TOTAL	£1,308.79	Income to report:		Precept (i) 2025-26	£3,800.00	Council Tax Support Grant (i) 2025-26	£162.00	c) Proposal to consider and approve expenditure @ up to £830.00 exc VAT for legal advice and first registration of possessory title of land at parish memorial garden (attached)		d) Proposal to consider and approve quotations for website & email transition (attached)		e) Audited accounts & Annual Return: 31st March 2025 - Internal auditor report &		(i) Proposal to approve and sign Section 1: Annual governance statement,		(ii) Proposal to approve and sign Section 2: Accounting statements		f) To note the period of public rights to inspect the financial records of the Council, to commence on 3/6/25 – 14/7/26 & publish notice	
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Item 16, Correspondence

Parishioner request	To note and consider the council's response to a Freedom of Information Request: 27 April 2025.
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Consideration of items for future agenda

Item 17, Date of next meeting: Wednesday 11th June 2025, 7.30pm