

**To Members of Upper Arley Parish Council**

**14<sup>th</sup> May 2025**

You are duly summoned to attend the Annual Meeting of Upper Arley Parish Council to be held on Tuesday 20<sup>th</sup> May 2025 at Arley Memorial Hall. The meeting will commence at 7.30 p.m.

**AGENDA**

**1. Election of Chairman and signing of the Declaration of Acceptance of Office.**

**2. Election of Vice Chairman.**

**3. Apologies: To receive apologies and to approve reasons for absence.**

**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 Interest 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 on the Localism Act 2011) are to be with the clerk at least one clear day 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 result in the commission of a criminal offence.

**5. Community Policing:** To receive any report from the Local Policing Team.

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

The time allowed is at the discretion of the 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 on the minutes as an aide memoire.

**The meeting will be reconvened to conduct the items of business listed below: -**

**6. Dispensations:** To consider any requests to grant a dispensation for Agenda items.

**7. Council's Scheme of Delegation:** To appoint members to the following Committees

Staffing Committee – 3 Councillors

Finance Committee – 3 Councillors

To appoint Members to the following outside bodies

Worcestershire County Association of Local Councils and Parish Forum – 2 Councillors

Arley Memorial Hall Committee – 1 Councillor

Shatterford Village Hall Committee – 1 Councillor

Pound Green and Button Oak Community Hall – 1 Councillor

**8. Minutes:** To consider approval of the minutes of the Parish Council Meeting held on Tuesday 29<sup>th</sup> April 2025 at Shatterford Village Hall (enclosed).

**9. District and County Council Matters:** To receive any report from County or District Council representatives.

**10. Service Reports:**

a) Lengthsman - Any report on Lengthsman work (timesheets to be circulated).

**11. Highways Issues:**

a) Reports to be received from Members on any highway issues, including any reports of road accidents.

**12. Financial Report and Payment of Accounts**

a) Bank Balances at the 11<sup>th</sup> May 2025

Lloyds Treasurers Account	£11,016.07
Lloyds Business Instant Access Account	£0.01
CCLA Public Sector Deposit Account	£15,201.58

b) To approve payments to be made as listed below:

Salaries (May 2025)	£406.96	BACS
HMRC (May 2025)	£101.60	BACS
Administration (April/May 2025)	£179.22	BACS
Litter and Lengthsman Contracts	£306.00	BACS
Handyman (VE Day plaque)	£30.00	BACS
Microsoft Office 365	£104.99	BACS
Hiscox Insurance Company Limited	£1,447.72	BACS
Worcestershire CALC (Subs)	£562.47	BACS

c) To ratify the following payments

Toilet Contract 1.5.25	£166.66	SO
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d) Annual Financial Return 2024/25: To approve the Annual Governance Statement.

e) Annual Financial Return 2024/25: To approve the Annual Accounting Statement.

f) Annual Financial Return 2024/25: To approve the Certificate of Exemption.

### **13. Planning and Development Control:**

a) Planning Applications Received

None.

b) Additional Planning Applications or other Planning Matters.

To consider any planning applications received or other planning matters notified since close of agenda.

c) Planning Decisions Received

None.

**14. Clerk's Report:** Clerks report on ongoing items.

**15. Correspondence for Information:** To note correspondence received. Correspondence will be available from the Clerk on request.

**16. Councillor's Reports and items for future agendas:** Councillors may use this opportunity to report matters of information not included elsewhere on the agenda and to raise items for future agendas.

**17. Date of Next Meeting:** The next meeting will take place on Tuesday 24<sup>th</sup> June 2025 at Arley Memorial Hall commencing at 7.30 p.m.



Signed.....

Clerk to Upper Arley Parish Council

#### **Dates for your Diary:**

Tuesday 22<sup>nd</sup> July 2025 – 7.30 p.m. – Shatterford Village Hall – Parish Council Meeting

Tuesday 19<sup>th</sup> August 2025 - 7.30 p.m. – Arley Memorial Hall – Parish Council Meeting

Tuesday 23<sup>rd</sup> September 2025 - 7.30 p.m. – Arley Memorial Hall – Parish Council Meeting