

SUCKLEY PARISH COUNCIL

Notice of Meeting

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

Monday 13th October 2025 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 7th October 2025

Lesley Cleaver

Clerk and Responsible Financial Officer.

Email: suckleypcclerk@hotmail.com

AGENDA

1. **Chair's welcome and to record apologies.**
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 on the agenda, including planning applications representatives.

(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 Christopher McSweeney

(d) To receive a report from, and ask questions of District Councillor Sarah Rouse

(e) To receive a report from, and ask questions of District Councillor Peter Whatley

(f) School report Cllr Helen Philpotts. No report.

5. TO APPROVE AND SIGN THE MINUTES of the Parish Council Meeting held 11/08/2025 as a true and accurate record, draft minutes issued to all councillors on 15/08/2025 and made available online.

6. PLANNING – MHDC

(a) M/25/01484/HP

The Garden House, Suckley, WR6 5DE. Removal of existing cladding and installation of proposed cladding (retrospective)(25/9)

(b) Decisions (for information only)

M/24/01520/FUL. RMO. RCO & AM Capper. Development of 9 self-build residential dwellings. Land at Suckley (Os 7235 5109). Application withdrawn by the applicant 21st August 2025

7. PLAYING FIELD WORKING GROUP (PFWG)

(a) **Report.** Details as circulated, to receive any comments.

(b) **Bark on play area- removal.** Quotation/details as circulated to be considered

(c) **Fire Risk Assessment –** risk assessment on the proposed action points Cllr Lewis. Deferred until November.

- (d) **Playing Field Improvement Project.** “Expressions of interest” details as circulated. To receive any comment.
- (e) **Expenditure.** Details as circulated.
e1 Planning Expenditure - outside toilet
 To consider an increase in funding of £400
e2 Planning Consultant. To progress matters with planning consultant D Fellows without 3 quotes reason as per the circulation.
- (f) **Transfer of funds.**
 To transfer £1500 as per the budget from the councils funds into the playing fields account to support future payment activity.
- (g) **Waste.** To review the emptying of the pavilion waste bins, cost and budget consideration. Details as circulated.

8. REPORTS

- (a) **Chairman.** Details as circulated to receive any comments.
- (b) **Clerk.** Details as circulated.
 - 1 To agree a way forward with regards online banking.
 - 2 To agree to progress matters with regards the withdrawal of the My Parish Portal.
 - 3 Insurance renewal. Details as circulated 19/9/2025. Renewal cost £884.42 saving the council £391.44 on this years premium.
 - 4 To discuss if an additional item should be included on the council's Asset Register for insurance purposes.
 - 5 To agree that the clerk instruct a contractor to carry out an electrical installation report should one be required estimated cost £120 plus vat.
- (c) **John Palmer Education Foundation Annual Meeting.** Details as circulated. To receive any comments.
- (d) **The Hill Trust.** Details as circulated. To receive any comments
- (e) **The Suckley Charity.** Details as circulated. To receive any comments.

9. COMMUNITY - PROJECTS/ITEMS FOR DISCUSSION/UPDATE

- (a) **Atlas Tower Mobile Mast.** Deferred until November.
- (b) **Neighbourhood Plan.** Cllr Jew. To ask for consideration of a letter be sent to MHDC to provide financial assistance for the neighborhood plan.
- (c) **VAS Information –** Deferred until November.

10. GRANT/DONATIONS - APPLICATIONS FOR CONSIDERATION

- Grant application to the Football Foundation.** Deferred until November.

11. FINANCE –

- (a) To review the bank reconciliation to the end of August 2025, to receive any comments.

- (b) To review the budget v actual. Figures to the end of August 2025 as circulated. (11b1) To consider the variances and any changes that need to be made.

(c) APPROVAL OF PAYMENTS

To **RESOLVE** to agree the following payments two signatures required:

Playing Field account:

£ 54.00	Cheque 0322	MHDC. Rates due 1 st November 2025 - Pavilion
£150.00	Cheque 0323	Nov lottery, Cllr Ormerod prize draw
£132.00	Cheque 0324	Smart Cut – Football pitch cut and let fly 5/8 (inv 26370)
£264.00	Cheque 0324	Smart Cut Football pitch cut & let fly 2/9,18/9 (inv 26647)
£ 54.00	Cheque 0325	Reimburse the clerk, payment made to MHDC 1 st Oct rates due as no meeting in September.

General funds account

£ 656.05	Cheque 1207	L Cleaver clerks August 2025 salary
£ 655.85	Cheque 1207	L Cleaver Clerks Sept 2025 salary
£ 54.74	Cheque 1207	L Cleaver clerks Aug & Sept 2025 expenses (as circulated)
£ 360.00	Cheque 1208	Lengthsman RW July (worksheets circulated ahead of the meeting)
£ 50.62	Cheque 1209	Cllr Ormerod, reimbursement, grant to Malvern Heartstart
£ 599.22	Cheque 1210	HMRC final quarter PAYE
£ 100.00	Cheque 1211	Suckley Womble. Replacement chq (chq 1192 May, still not presented)
£ 100.00	Cheque 1212	Suckley Festival. Replacement chq (chq 1193 May, still not presented).
£ 140.00	Cheque 1213	Transfer to playing field account (St Johns Football as below ref (e))
£ 884.42	Cheque 1214	Reimburse the Clerk, Councils Insurance paid, due 1 st Oct

(d) PLAYING FIELD ACCOUNT

To note, direct debit payment taken, July:- Water Plus £8.89. August:- Water Plus £9.93, EDF final payment £89.16, Valda Energy £20.83

(e) PARISH COUNCIL GENERAL ACCOUNT

To note, automatic monthly receipt bank interest £21.99 July, £18.21 August.
To note St. Johns Football Club payment £140 (should be into the Playing Field Acc), £102.44 from WCC for the Bleed/Trauma Kit

(f) EAR MARKED RESERVES.

To make the following reserve £102.44 from WCC for the Bleed/Trauma Kit.

12. JULY 5th SUMMER EVENT – PARISHIONERS IDEAS

Following the parish council and playing fields working group summer event, the below suggestion received from parishioners. Comments to be received:-

- a) More events
- b) Pavilion used as a hub for activities and events
- c) Resources used by the local community members for commercial purposes, dog training classes, fitness groups, running groups, football & rugby
- d) Childrens bike track around the outside of the field
- e) Childrens zip wire.

13. DEFIBRILLATOR INSTALLATION AT THE NELSON LONGLEY GREEN

Report as circulated.

- (a) To rescind the councils written agreement with the site.
- 14. BUDGET**
(a) To review the budget 2026/2027 (second review)
(b) To review the budget 2027/2028
- 15. TRAIN THE TRAINER .** Details as circulated, options for consideration, both options without any cost to the Parish Council.
- 16. MEMBERSHIPS.** To agree changes to be made **(marked red)**
- 17. QUOTATIONS: ARBORICULTURAL SURVEY & TREE HAZARD ASSESSMENTS**
To consider the options offered.
- 18. REMEMBRANCE DAY 11TH NOVEMBER 2025.** Details as circulated. To consider the following :-
a) Approaching the Reverend Ann Potter
b) Quotations for the cleaning and moss treatment of the slabs at the memorial area, to no more than £160, progressing works in October ready for the event to prevent any slip or fall.
c) Purchase of 27 new poppies £3 each total £81
d) Announce the day on the councils FB and website.
- 19. 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.
- 20. MEMBERS TO RAISE ISSUES FOR DISCUSSION AT THE NEXT MEETING**
- 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. CLERKS REVIEW**
To review the clerks contract/admin work.

SUCKLEY PARISH COUNCIL MEMBERS: _
Cllr Richard Lewis Chair, Cllr Howard Ormerod Vice Chair, Cllr Paul Bradley, Cllr Damian Clark, Cllr Simon Jew, Cllr Andrew Mansell, Cllr Helen Philpotts, Cllr Rebecca Roper.