

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 10th November 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 4th November 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:-

- c 1 County Councillor Christopher McSweeney
- c 2 District Councillor Sarah Rouse
- c 3 District Councillor Peter Whatley
- c 4 School report Clle Philpotts

5. TO APPROVE AND SIGN THE MINUTES of the Parish Council Meeting held 13/10/2025 as a true and accurate record, draft minutes issued to all councillors on 16th October 2025 and made available online.

6. PLANNING – MHDC

(a) To consider

M/25/01651/HP. Mousehole Farm, Stocks Road, Alfrick.WR6 5HD
Ground floor and first floor extensions and various internal alterations

M/25/01647/HP. Crown Cottage, Suckley. WR6 5EH

Single-storey extension and alterations to an existing garage outbuilding to form a single storey annexe.

(b) Decisions if any. (for information only)

7. PLAYING FIELD WORKING GROUP (PFWG)

(a) Report Cllr Ormerod.

To consider the following changes to the PFWG Terms of Reference:- ie the change of chairman and memberships, details as circulated.

(b) Bark on play area. Costs for consideration.

(c) Fire Risk Assessment – Cllr Lewis,to review the action plan, to receive any comments..

- (d) **Waste Removal.** Quotations & payment details for consideration, as circulated.
- (e) **Playing Field Improvement Project /MHDC Legacy Grant Scheme**
Details as circulated.
 - e 1 To note the position on tenders, to receive any comment
 - e 2 To reconsider an alternative consultancy quote.
 - e 3 To receive any comments on the draft document as circulated 1/11
 - e 4 Delegated power to the PFWG overseen by Cllr Clark to agree on the preferred tender so it can be included in the submission by MHDC as no PC meeting in December.

8. REPORTS

- (a) **Chairman.** No report this month.
- (b) **Clerk.** Details as circulated.
 - b 1 To agree the purchase of the Trauma/Bleed kit, cabinet and its installation at the school.
 - b 2 To agree the online banking application.
 - b 3 To consider and agree the domain name for the new council website
 - b 4 To consider and agree the generic email account name
 - b 5 To progress with a new electrical installation condition report at the pavilion, cost no more than £200

9. COMMUNITY - PROJECTS/ITEMS FOR DISCUSSION/UPDATE

- (a) **Atlas Tower Mobile Mast.** Update Cllr Mansell.
- (b) **Neighbourhood Plan.** Update Cllr Jew.
- (c) **VAS Information.** Update Cllr Jew
- (d) **West Mercia Police Community Charter.** To review top 3 community issues (see below) and to consider any changes.
- (e) **New Defibrillator for site Lower House Dairy** (details as circulated).
 - 9 (e) 1 – the clerk to purchase the items as per the quotation only when payments to the parish council reached to satisfy the quote net value, adding it to the councils Asset Register.
 - 9 (e) 2 - the parish council agree to its maintenance, registration and management going forward making sure its availability on the circuit, including the cost of insurance cover
 - 9 (e) 3 – Budget review required for insurance, ongoing maintenance costs.

10. GRANT/DONATIONS - APPLICATIONS FOR CONSIDERATION

- a) **Football Foundation.** Grant application to the Football Foundation. Update Cllr Roper
- b) **Suckley Church.** Grant application request for consideration.

11. FINANCE –

- (a) To review the bank reconciliation to the end of September 2025 and Ear Marked Reserves, to receive any comment.

- (b) To review the budget v actual. Figures reflect changes to budget as agreed by the PC last meeting together with associated receipts and payments details as circulated.
- (c) To review the budget v the councils projected spend to end March 2026 as circulated.

(d) APPROVAL OF PAYMENTS

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

Playing Field account:

£ 54.00	Cheque 0326	MHDC. Rates due 1 st December 2025 – Pavilion
£ 54.00	Cheque 0326	MHDC Rates due 1 st January 2026 - Pavilion
£150.00	Cheque 0327	December lottery, Cllr Ormerod prize draw
£150.00	Cheque 0327	January lottery ,Cllr Ormerod prize draw
£132.00	Cheque 0328	Smart Cut – Football pitch cut and let fly 2/10(26953)
£220.00	Cheque 0328	Smart Cut – Football ptch cut /fly 14 & 27/10 (27061)

General funds account

£ 807.53	Cheque 1215	L Cleaver clerks October 2025 salary
£ 33.46	Cheque 1215	L Cleaver clerks October2025 expenses (as circulated)
£ 100.72	Cheque 1215	L Cleaver reimbursement poppies& wreath (po 25270)
£ 672.00	Cheque 1216	Lengthsman RW Aug & Sep (worksheets circulated ahead of the meeting
£ 140.00	Cheque 1217	Transfer to playing field account (St Johns Football as below ref (e)
£1500.00	Cheque 1218	Transfer from general funds to Playing Fields Account.
£1218.05	Cheque 1219	WCC , Defib grant underspend (ear marked reserve)
£1531.14	Cheque 1220	WEL Medical. New defibriliator (agenda item 9 (e)

(e) PLAYING FIELD ACCOUNT

To note, direct debit payment taken, Sept- Water Plus £9.93. Valda Energy £23.69

(f) PARISH COUNCIL GENERAL ACCOUNT

To note the following:-

Automatic monthly receipt bank interest £21.19 Sept

St. Johns Football Club payment £140 (should be the Playing Field Acc).

Precept 2nd payment £9701.00.

VAT refund from HMRC for the year ending March 2025 received £1192.66.

£200 from Worcestershire County Councillor Chris McSweeny towards the trauma/kit cabinet.

(g) EAR MARKED RESERVES. Changes to be agreed.

Addition - £200 trauma kit cabinet

Reduce the reserve £1218.05 chq 1219 funds to be returned as not spent.

12. MEETING DATES/TIMES/LOCATIONS FOR 2026

To consider and agree, details as circulated.

13. BUDGET

a) 2026/2027 to consider and agree as circulated 30th October 2025.

14. POLICY DOCUMENTS

For consideration, notes can be found at the end of the agenda.

- a) Facebook Communications Policy, to consider the change
- b) WhatsApp Communications Policy, to consider the change
- c) Safeguarding Policy

15. CLERKS DELEGATED POWERS

Clerk to be given delegated powers for example planning, payments, new website, online banking, not limited to said examples to ensure the smooth running of the parish council as no meeting in December.

16. 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.

17. MEMBERS TO RAISE ISSUES FOR DISCUSSION AT THE NEXT MEETING

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.

9 (d) West Mercia Police Community Charter. Top 3 community issues are currently , 1- Speeding, 2- Fly Tipping, 3- Rural Theft.

14 (a) WhatsApp Communications Policy – to consider any requests for change.

The clerk recommends an amendment so that they may use this platform to send urgent alerts or questions to councillors that would otherwise be delayed if using the councils email platform.

(b)Grant Policy- to consider any requests for change. The clerk recommends a change :- to add payment details and payment address to avoid any payment miscommunication.