

Tutnall & Cobley Parish Council

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<http://www.worcestershire.gov.uk/MyParish>

118 New Road
Aston Fields
Bromsgrove
Worcestershire
B60 2LD

Dear Councillor

2 May 2013

I hereby summons you to attend the **ANNUAL PARISH ASSEMBLY** of Tutnall & Cobley Parish Council which will be held on Tuesday 14 May 2013 at 7.00 p.m. in the Community Hall, Tardebigge.

Yours sincerely



Helen Davies
Clerk & Proper Officer

A G E N D A

- 1 **Welcome from the Chairman**
- 2 **Minutes of the Meeting held on 8 May 2012, having been circulated, to be approved**
- 3 **Annual Report from the Chairman**
- 4 **Annual Report from Tardebigge Community Hall Representative**
- 5 **Annual Report from the Footpath Warden**
- 6 **Annual Report from the Tree Warden & Conservation Officer**
- 7 **Annual Report from the Charities**
- 8 **Annual Report from the Parish Newsletter Editor**
- 9 **Annual Report from the District Councillor**
- 10 **Annual Report from the County Councillor**
- 11 **Report from any other Parish Representatives**
- 12 **Comments from the Clerk**
- 13 **Discuss: Any Other Issues Appertaining to and Affecting the Parish**
- 14 **Date of Next Annual Parish Assembly**

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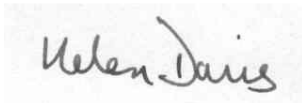
118 New Road
Aston Fields
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B60 2LD

Dear Councillor

2 May 2013

You are duly required to attend the **ANNUAL MEETING** of Tutnall & Cobley Parish Council which will be held after the ANNUAL PARISH ASSEMBLY on **Tuesday 14 May 2013 at 7.30pm** in the Community Hall, Tardebigge. Your Clerk will be present before commencement of the meeting to witness the signing of individual Declarations of Office and Undertaking.

Yours sincerely



Helen Davies
Clerk & Proper Officer

A G E N D A

- 1 **Election of Chairman and signing of Declaration of Office.**
- 2 **To consider apologies and to approve reasons for absence.**
- 3 **Election of Vice Chairman and signing of Declaration of Office.**
- 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 Interests in items on the agenda and their nature.*
 - c) *To declare any Other Disclosable Interests in items on the agenda and their nature.*

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.

To consider written requests from councillors for the council to grant a dispensation (section 33 of the Localism Act 2011) – written requests to be with the clerk at least four clear days prior to the meeting.

The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the Council/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.

5 To Appoint Representatives / Officers

6 Minutes: To consider the approval of the minutes of the meetings of the Council on 9 April 2013 (attached).

7 PROGRESS REPORTS FOR INFORMATION:

- a) **Clerk:** Attached
- b) **Chairman:**
- c) **District Councillor:**
- d) **County Councillor:**
- e) **Footpath Warden:**
- f) **Tree Warden:**
- g) **Conservation Officer:**
- h) **Community Hall Representative:**
- i) **Charities Representative:**

8 CORRESPONDENCE FOR INFORMATION - and will be placed in a folder for Councillors to inspect at the meeting.

- a) Bromsgrove District Council: <http://moderngovwebpublic.bromsgrove.gov.uk> for details on Planning Agendas and Minutes.
- b) Bromsgrove DC: Air Quality Task Group: Councillors are looking at people's awareness and perception of air quality (and in particular in relation to Air Quality Management Areas within the District) and have asked if you would help by providing any information your Parish Council has on this topic or if you are aware of any issues with air quality within your parish. Residents have also been invited to put forward their views following the issue of a press release earlier in the year. Form will be emailed.
- c) Bromsgrove DC: Bin Collection Changes: meeting on 30 May 6.30 at the Council House; can you let me know if you want to attend.
- d) Bromsgrove DC: Annual Council Meeting and Reception for Parish Chairmen and Clerks on 15 May 2013.
- e) Dodford with Grafton PC: Mr Bill Longmore, Police & Crime Commissioner West Mercia, will be the guest speaker at the Dodford with Grafton Parish Council Annual Parish Meeting on Thursday 23 May 2013 at 7.30pm in Dodford Village Hall, Priory Road, Dodford. Neighbouring Parish Councillors and Clerks are more than welcome to attend to meet with the new Police and Crime Commissioner face to face and to hear his views on how crime and disorder is prevented and how the consequences are tackled.

9 PLANNING MATTERS:

- a) **Applications for Consideration:** None received to date
- b) **Approvals:** None received to date.
- c) **Refusals:** None received to date

d) Planning Matters:

Worcestershire CC: to progress proposals for the expansion of Abbeywood, Batchley and Matchborough First Schools. If there are any objections to the proposals then a final decision will be taken by Cabinet in June. Copies of all information relating to previous consultation and the full proposals for these expansions are available on the County Council website.

10 HOUSING GROWTH CONSULTATION: Our formal response was submitted on 29 April 2013.

11 REINSTATEMENT OF COBLEY HILL WINDPUMP: Update

12 CHURCHYARD FOOTPATH: Update

13 RAILINGS TO THE PLYMOUTH MEMORIAL: Update

14 LENGTHSMAN SCHEME: Broad Green - a resident has asked the Lengthsman to raise the canopy on all the trees as it blocks his view from the house. The Lengthsman has been advised of new regulations relating to the use of pesticides. To consider outstanding issues.

15 HIGHWAYS MATTERS: To consider outstanding issues.

16 COMMUNITY HALL CAR PARK ENTRANCE RESURFACING:

17 FIRST AID COURSE CLLR COOPER:

18 RISK ASSESSMENT SCHEDULE: To approve schedule; copy enclosed.

19 FINANCE:

a) Accounts for the Year Ending 31 March 2013:

Enclosed for Members' consideration and approval – Receipts and Payments Account for the year, Bank Reconciliation, Statement of Accounts and Schedule of Fixed Assets.

b) Annual Return for the Year Ending 31 March 2013:

Notice of annual audit received from Grant Thornton; the return date is 1 July 2013. Sections 1 and 2 to be completed and approved by Council – copy enclosed for consideration.

c) Bank Balances: as at 30 April 2012	Current Account	£ 8,092.86	
	31 December 2013	Deposit Account	<u>£ 3,800.98</u>
	Total Balance		

£11,893.84

d) Receipts:	Co-op Bank: Interest 5 April 2013	£ 0.63
	Bromsgrove DC: Precept	£ 3,640.00
	M Ryan: Parish Photos	£ 20.00
	Worcestershire CC: Lengthsman reimbursement	<u>£ 815.00</u>

Total: £ 4,475.63

- e) **Payments for Approval:**
- | | |
|---|---------------------------|
| H Davies: Salary for April 2013 | £ 218.36 |
| HMRC: | £ 54.59 |
| S Skeys: Lengthsman for April: | |
| T&C 14 hrs; Burcot 6 hrs = 20 hrs @ £11 per hr = £220 | |
| Broad Green grass cut @ £42 | £ 262.00 |
| Worcestershire CALC: CALC Service Charge &
NALC Affiliation Fee £273.25 + £47.78 VAT | £ 321.03 |
| Broker Network Ltd: Insurance Renewal £307.09 or
£291.74 if accept 3 year long term agreement* | <u>£307.90 or £291.74</u> |
| Total: | £1,163.07 or £1,147.72 |
- f) **Unpresented Cheques:** None
- g) **Outstanding Invoices:** WCC Lengthsman 12/017 £446.00
- h) **Annual Internal Audit:** Files in process of being audited; report will be made to the meeting.
- i) **Employer's PAYE Annual Return:** Has been submitted.
- j) **Insurance*:** to agree the 3-year long term agreement saving 5% renewal costs
- k) **Finance Items - Proposed and Seconded:**

20 COMMENTS FROM MEMBERS: Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.

21 DATE OF NEXT MEETING:
To confirm the date of the next meeting which is scheduled for 11 June 2013 at 7.20pm in the Committee Room, Tardebigge Community Hall.