

# Tutnall & Copley Parish Council

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B60 2LD

Dear Parishioner

1 April 2014

You are invited to attend the next Ordinary Meeting of Tutnall & Copley Parish Council which will be held on **Tuesday 8 April 2014** at **7.20 p.m.** in the **Committee Room of the Community Hall, Tardebigge.**

Yours sincerely



Helen Davies  
Clerk & Proper Officer

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## Public Comment:

From 7.20 p.m. residents are invited to give their views and questions to the Parish Council on issues in this Agenda or raise issues for future consideration at the discretion of the Chairman, before the start of the Parish Council meeting at 7.30 p.m. 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 to the minutes as an aide memoire.

## A G E N D A

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**1 To receive apologies and to approve reasons for absence.**

**2 DECLARATION 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.*

**3 Minutes:** To consider the approval of the minutes of the meetings of the Council on 11 March 2014 (attached).

**4 PROGRESS REPORTS FOR INFORMATION:** Items raised for a decision will appear on the agenda for the next meeting:

- 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:**

- 5 **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 Committee Minutes and Agendas.
  - b) Bromsgrove DC: District Plan 2011 – 2030 Submission: has been formerly submitted to the planning inspectorate for consideration. It is anticipated there will be an Examination in Public in the summer. The submission can be viewed online [www.bromsgrove.gov.uk/bdp](http://www.bromsgrove.gov.uk/bdp)
  - c) Redditch Borough Council: Local Plan No: 4 submission documents can be viewed at [www.redditchbc.gov.uk/examination](http://www.redditchbc.gov.uk/examination)
  - d) Healthwatch Worcestershire: Invitation to attend the Parishes Health and Social Care Debate on 16th April at 7pm at St. Peters Baptist Church, St. Peters Drive, Worcester.
  - e) Burcot News Spring 2014
  - f) West Mercia Police Open Days 2014: North Worcestershire Police are holding an open day at Kidderminster Police Station on Sunday 8th June 2014 between 11.00am and 3.00pm, the theme of the day being 'A Journey through Justice'. We write to extend an early invitation to you as one of our community partners, and also members to attend and look forward to welcoming you on the day.

6 **PLANNING MATTERS:**

**Applications for Consideration:**

14/0122 Cattespool Mill, Stoney Lane: change of use of offices to residential (related to 12/0074 and 12/0112) Nb We had no objections to the 2012 applications and no objection to 14/0164 LBC at the last meeting.

**Approvals:**

12/0401 Brockhill East Development Site, Weights Lane: Mixed use development of up to 200 dwellings, 5,000 sq m (gross) Class B1 office floorspace with associated open space and access arrangements.

14/0024 Weights Farm, Weights Lane: An agricultural steel portal framed building with a fibre cement roof. Box profile tin cladding to be fitted to both gable ends from the apex down to eaves height. Smaller scale approved; revised plan can be seen on website.

**Refusals:** None received to date.

**Planning Matters:**

- 7 **RAILINGS TO THE PLYMOUTH MEMORIAL:** Update
- 8 **LENGTHSMAN SCHEME:** Budgets for 2014/15 remain the same £2,752 for T&C and £1,582 for Burcot. To confirm we wish to remain in the scheme and continue to administer the allocation on behalf of Burcot Village. To agree the hourly contract fee, currently £11. To consider outstanding issues.
- 9 **HIGHWAYS MATTERS:** To consider outstanding issues.
- 10 **ORCHARD MAINTENANCE & FURNITURE:** Update
- 11 **PLYMOUTH HOUSE DISCHARGE:** Update
- 12 **WINDPUMP:** Update
- 13 **REVIEW OF PROCEDURAL DOCUMENTATION: STANDING ORDERS – FINANCIAL REGULATIONS - INTERNAL FINANCIAL CONTROL POLICY – FREEDOM OF INFORMATION – CODE OF CONDUCT – SCHEME OF DELEGATION – COMPLAINTS**

**PROCEDURE – COMMUNITY EMERGENCY PLAN - DISTRICT COUNCIL PARISH****CHARTER:** Documents can be emailed on request. To consider and approve re-adoption.

- 14 **DATE FOR THE ANNUAL PARISH ASSEMBLY AND ANNUAL MEETING OF THE PARISH COUNCIL:** Suggested date of 11 May 2014 at 7.00pm followed by the usual Ordinary Meeting. To be agreed.
- 15 **ORDINARY MEETING ON 12 AUGUST 2014:** Will need to be changed to 8 July 2014. To be agreed.
- 16 **FINANCE: To consider:**
- |    |  |   |                   |
|----|--|---|-------------------|
| a) | <b>Bank Balances:</b> as at 31 March 2014  | Current Account   | £10,756.61        |
|    | 4 October 2013   | Deposit Account   | <u>£ 3,804.54</u> |
|    |  | Total Balance   | £14,561.15        |
| b) | <b>Receipts:</b>   | Co-op Bank: Interest 5 March 2014   | £ 0.70            |
|    |  | Bromsgrove DC: Precept 2014/15  | <u>£3,640.00</u>  |
|    |  | Total   | £3,640.70         |
| c) | <b>Payments for Approval:</b>  |   |                   |
|    |  | Bromsgrove & District Citizens Advice Bureau: donation  | £ 50.00           |
|    |  | Worcestershire County Council: grit bin for Highhouse Lane  | £150.00           |
|    |  | S Skeys:  |                   |
|    |  | hedge cutting/chipping Pocket Park  | £350.00           |
|    |  | cutting/raising tree canopy/chipping on Broad Green   | £30.00            |
|    |  | Lengthsman:   |                   |
|    |  | T&C: Feb 26 hours; March 33.50 hours  |                   |
|    |  | Total = 59.5 hours @ £11 per hour   | £654.50           |
|    |  | Burcot: Feb 15.50 hours; March 11 hours   |                   |
|    |  | Total = 26.5 hours @ £11 per hour   | £291.50           |
|    |  | H Davies: Clerk's salary for March 2014   | £ 220.48*         |
|    |  | HMRC: for March salary  | £ 55.20*          |
|    |  | *PAYE is calculated by HMRC. The input screens for 2014/15 are not yet available (probably won't be online until 6 April). So I have used last month's figures as an estimate and will update Members before the meeting as to the exact figures. |                   |
|    |  | Total   | <u>£1,801.68</u>  |
| d) | <b>Unpresented Cheques:</b>  | None  |                   |
| e) | <b>Outstanding Invoices:</b>   | 13/022 £660.50 & 13/023 £291.50 WCC Lengthsman - should be paid 30 April.   |                   |
| f) | <b>Audit Commission Annual Return:</b>   | Grant Thornton has advised the Return must be submitted by 16 June 2014. The Notice of Appointment of Date for the Exercise of Elector's Rights must be displayed by 2 May 2014.  |                   |
| g) | <b>Clerk's Increment:</b>  | To agree the clerk moving to the next incremental scale wef 1 April 2014 from SCP 23 £10.603 per hour to SCP 24 £10.949 per hour; schedule enclosed for information.  |                   |
| h) | <b>Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2010 Appendix 11: Safeguarding public money</b> | attached.   |                   |
| i) | <b>Finance Items - Proposed and Seconded:</b>  |   |                   |